

Bloomington Civic Association, Inc.  
Constitution  
Revised January 28, 1991

## Table of Contents

i.	Name	1
ii.	Object	1
iii.	Boundaries	1
iv.	Membership	1
v.	Meetings	2
vi.	Dues	2
vii.	Officers	2
viii.	Duties of Officers and Delegates	3
	President	3
	Vice President	3.
	Second Vice President	3
	Recording Secretary	4
	Assistant Recording Secretary	4
	Corresponding Secretary	4
	Assistant Corresponding Secretary	4
	Treasurer	4
	Chaplain	4
	Historian	4
	Parliamentarian	4
	Sergeant At Arms	4
	Delegates and Alternates	4
ix.	Election	5
x.	Executive Board	5
xi.	Committees	5
xii.	Other Powers and Responsibilities	6
xiii.	Amendments and Suspensions of Rules	6
xiv.	Parliamentary Authority	6

BLOOMINGDALE CIVIC ASSOCIATION, INC.  
IS A MEMBER OF THE  
D.C. FEDERATION  
OF  
CIVIC ASSOCIATIONS, INC.

Founded in 1921 in order to provide a means for all citizens, working through member associations, to participate in the shaping of their life in the larger community.

Assist government officials in developing, publicizing, and implementing city-wide programs such as education, housing urban renewal, public works, transportation, and welfare.

Determine the community's important needs and problems, and seek solutions and relief.

Promote cooperation among the various community organizations by providing a forum for exchange of ideas, information, research and opinions.

Sponsor or cosponsor programs of community education on subjects significant to the city as a whole.

Provide a forum in which people of any neighborhood may speak so as to be heard beyond the local boundaries in calling attention to civic activities and problems.

Develop and prepare citizen leadership in facing civic and community problems.

Sponsor, encourage, train and develop young people in civic work and responsibilities that they may become the effective leaders of tomorrow.

CIVIC RESPONSIBILITY IS EVERYBODY'S BUSINESS

BLOOMINGDALE CIVIC.ASSOCIATION, INC.

REVISED CONSTITUTION

**ARTICLE I - Name:**

This organization shall be known as the Bloomingdale Civic Association, inc.

**ARTICLE II - Objectives:**

The purpose and objectives of this Association are as follows:

- Section 1 To serve as a forum for identifying, highlighting and discussing problems and issues occurring in the community.
- Section 2 To serve as a vehicle for addressing and making attempts to find solutions for such problems.
- Section 3 To foster and support such programs that will enhance the educational, religious, social and economic lives of the community and the District of Columbia.
- Section 4 To serve as a vehicle to encourage and participate in the historic preservation of the Bloomingdale community. (Adopted 11/20/89)

**ARTICLE III - Boundaries:**

The boundaries of this Association shall be as follows:

Bounded on the North by the south side of Michigan Avenue, N.W.; on the East by the west side of North Capital Street; on the South by the north side of Florida Avenue, N.W.; on the West by the east side of Third Street, N.W.

**ARTICLE IV - Membership:**

- Section 1 Membership in this Association shall be restricted to persons domiciled within the boundaries and who are interested in the objectives of the Association, except that:
  - 1a. Membership shall also extend to persons who have an interest in the area, in the form of business properties, heads of religious, social and educational institutions domiciled within the boundaries. However, the credentials of nonresident applicants shall be reviewed by the Associations Executive Board and approved by the Association prior to admission.
  - 1b. Payment of current dues is a qualification for membership, and for voting.

- 1c. The Association's fiscal year shall be from October 1 to September 30. In the election of officers, only those members who have paid their membership dues at least thirty days before the election are eligible to vote. (Adopted 1/28/91)

#### **ARTICLE V - Meetings:**

- Section 1. The Association shall hold regular monthly meetings, except the month of December, on the third Monday at Such place and time as shall be determined by the Association. When the third Monday is a legal holiday the meeting shall be held on the fourth Monday. (Adopted 11/20/89)
- 1a. Notice of regular meetings shall be in writing, and shall be mailed to the listed membership stating the time, place and any special agenda.
- Section 2 Special meetings shall be held whenever the exigencies of business may require.
- 2a. The President shall have power to call special meetings, and is required to do so also upon recommendation of the Executive Board, and/or upon request of ten members of the Association.
  - 2b. All calls for special meetings shall be made in the same manner and fashion as notices to the regular meetings, and no business shall be considered except as has been expressly mentioned in the notice.
- Section 3 Any monthly meeting may be suspended by 2/3 vote of those qualified members present and voting.
- Section 4 Ten members of this Association shall constitute a quorum necessary to transact the business of the Association.

#### **ARTICLE VI - Dues:**

The dues structure shall be determined by the Executive Board, subject to approval of the membership, and shall be announced at the September regular meeting.

#### **ARTICLE VII - Officers:**

- Section 1 Candidates for office in this Association must be 18 years of age or older, and must meet the requirements of the D.C. Board of Elections and Ethics.
- 1a. One year of active membership shall be required for eligibility to hold office in this Association.

Section 2 The elected officers shall consist of: President, First Vice President, Second Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Assistant Correspondin~ Secretary; Financial Secretary, and Treasurer.

2a. The appointed Officers shall consist of: Chaplain, Historian, Parliamentarian, and Sergeant at Arms.

Section 3 There shall be elected five delegates and five alternate delegates to represent this Association at the D.C. Federation of Civic Associations' meetings.

3a. The sixth delegate and alternate delegate shall be Juniors, consistent with the DUCA constitution.

Section 4 The duties of the Officers shall be those inherent to the particular office.

Section 5 Officers shall hold office for a term of one year or no longer than fourteen (14) months. After such time, all offices shall be declared vacant. The Association may elect temporary officers to serve until regular officers are elected. There is no limitation on the number of terms an officer may serve.

5a. Delegates and Alternate Delegates shall hold office for a term of one year or until their successors are duly elected.

#### **ARTICLE VIII - Duties of Officers and Delegates:**

Section 1 The President shall be the chief executive officer of the organization, shall sign all documents, checks and correspondence; shall have general supervision of the organization business under the direction of the Executive Board. It shall be the duty of the president to convene all meetings and to preside at all meetings, regular, special and executive, unless delegated to another person by the president; shall be responsible for the implementation of all rules and resolutions of the organization; shall approve all agenda and perform such other duties and exercise of powers inherent in the office of president.

Section 2 The Vice-President shall perform any and all duties of the president in the absence and incapacity of the president, and shall perform such other duties as may be assigned by the president.

Section 3 The Second Vice President shall also perform the duties of the president if the need arises and shall perform such duties as assigned by the president.

- Section 4 It shall be the duty of the Recording Secretary to record all proceedings. and maintain a permanent record of same; shall maintain attendance records.
- Section 5 The Assistant Recording Secretary shall perform the duties of the recording secretary in the absence and/or disability of the recording secretary.
- Section 6 The Corresponding Secretary shall give proper notice of all meetings of the organization, and shall be responsible for correspondence of the organization as assigned by the president.
- Section 7 The Assistant Correspondent Secretary shall perform the duties of the corresponding secretary in the absence and/or disability of the corresponding secretary.
- Section 8 It shall be the duty of the Financial Secretary to keep an accurate account of all dues and other monies received and disbursed by the organization; to record date and source of all money transactions, and promptly turn funds over to the treasurer; record all disbursement with date, purpose and to whom paid; to maintain records in bound books, submit same to audit upon request of the president; to maintain membership lists.
- Section 9 The Treasurer shall deposit all monies received in the bank designated by the organization promptly; disburse funds authorized by the organization; sign all checks, and currently fill in and balance check book stubs; reconcile bank statements promptly; substantiate disbursements by check bearing two (2) signatures; make regular written reports and submit records for audit upon request of president.
- Section 10 The Chaplain shall render all services of reverence for the organization.
- Section 11 The Historian shall keep an ongoing record of facts and events, pictorial and narrative, pertaining to the organization as the official history.
- Section 12 The Parliamentarian shall advise the CHAIR on parliamentary order during the meetings.
- Section 13 The Sergeant At Arms shall maintain order in the meetings.
- Section 14 The duties of the Delegates and Alternates are to attend DCFCA meetings, with a responsibility to represent the views and positions authorized by this Association, and to report Federation actions and proposed actions to this Association.

**ARTICLE IX - Election:**

- Section 1 Election of offices for this Association shall be held in October of each year.
- Section 2 A NOMINATION COMMITTEE shall be elected at the regular September meeting.
- Section 3 The Nomination Committee shall present a slate for Officers and Delegates at the October meeting.
- Section 4 Election shall be by means of ballots prepared by the Nomination Committee.
- Section 5 Majority vote shall elect.

**ARTICLE X - Executive Board:**

- Section 1 There shall be an Executive Board composed of the elected and appointed officers of the Association and the immediate past president.
- Section 2 The Executive Board shall have vested authority to act for the Association, under its established policies and authorities, whenever the Association is not in session and/or in an emergency situation. The Executive Board shall review existing goals and objectives, and recommend new goals and objectives.
- Section 3 Recommendations from the Executive Board shall be presented to the Association at the next regular meeting for ratification.
- Section 4 The Executive Board shall hold meetings, at least, bimonthly unless otherwise called by the President or in emergency-situations.
  - 4a. A quorum necessary to transact business of the Executive Board shall consist of a majority of members of the Board.

**ARTICLE XI - Committees:**

- Section 1 The standing committees shall be appointed by the president, and shall be as follows:
  - 1. Amenities
  - 2. Awards
  - 3. Civil Liberties
  - 4. Consumer and Public Affairs
  - 5. Education
  - 6. Environmental Services
  - 7. Housing
  - 8. Membership
  - 9. Recreation
  - 10. Social Services
  - 11. Transportation

Section 2 Special committees shall be appointed by the president when necessary.

Section 3 The President shall be ex-officio member of all committees except the nomination committee.

**ARTICLE XII - Other Powers and Responsibilities:**

Section 1 No person shall represent the Association, verbally or in writing, unless authorized by the Association to make such representation.

Section 2 Officers, Delegates and Chairpersons may be removed for causes, and actions deemed to be prejudicial to the Association, upon recommendation from the Executive Board, and ratification of the majority of the qualified members present and voting.

**ARTICLE XIII - Amendment and Suspension of Rules:**

Section 1 The Constitution of this Association may be amended at a regular meeting or a special meeting called for that purpose, by 2/3 vote of those qualified members present and voting previous sixty (60) days notice having been given.

Section 2 Rules of this Constitution may be suspended by 2/3 vote of those qualified members present and voting.

**ARTICLE XIV - Parliamentary Authority:**

Roberts Rules of Order (revised) shall be the governing authority in all matters of procedure not otherwise set forth in this Constitution and/or Policies of this Association.

President.....  
1st Vice President .....  
2nd Vice .....  
Recording Secretary .....  
Assistant Recording Secretary .....  
Corresponding Secretary .....  
Assistant Corresponding Secretary .....  
Financial Secretary .....  
Treasurer .....  
Chaplain .....  
Historian .....  
Parliamentarian .....  
Sergeant-At-Arms .....