

CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the Civic League of North Portal Estates, hereafter referred to as the League.

ARTICLE II

Purpose

The purpose of this League shall be to promote the health, education, and welfare of the citizens and residents of North Portal Estates, the City of Washington, DC, and the United States of America and, to that end, to cooperate with and bring matters to the attention of other civic and citizens' associations and federations thereof, and the representatives of local and national governmental bodies.

ARTICLE III

Membership

Section 1. Any person residing or owning real estate within that part of the District of Columbia bounded by East Beach Drive, North Portal Drive, and the District of Columbia Line, and subscribing to the purpose of this League shall be eligible for membership.

Section 2. Members must pay dues in a timely manner, and must otherwise be financially current to be eligible to vote on League matters or to serve on a committee.

ARTICLE IV

Officers, Executive Committee, and Standing Committees

Section 1. The elected officers shall be a President, a Vice-President, a Secretary, a Financial Secretary, a Treasurer, and a Sergeant-at-Arms.

Section 2. The appointed officers shall be a Parliamentarian and an Archivist, who are appointed by the President.

Section 3. There may be one or two Delegates, appointed by the President, to each citywide association: the D.C. Federation of Civic Associations, Inc., and the Federation of Citizens Associations of the District of Columbia. If there are two delegates to a citywide association, one may be named the Chief Delegate to the respective organization.

Section 4. The Standing Committees of the League are as follows: Budget/Finance/Fundraising Committee; Communications Committee; Hospitality/Amenities/Special Projects Committee; Infrastructure/Environment/Land Development Committee; Legislative/Regulatory Committee; Membership Development Committee; and Past Presidents Advisory Committee.

Section 5. The Executive Committee shall be comprised of the elected and appointed Officers of the League, the Chairman of each Standing Committee, and the Chief Delegate to each citywide association.

Section 6. No officer, delegate, or committee member shall receive any salary or other compensation for services rendered the League.

ARTICLE V

Duties of Officers, Executive Committee, and Standing Committees

Section 1. The President shall be the Chief Executive Officer and shall serve as chairperson for all regular meetings, special meetings, and Executive Committee meetings. The President shall assure that all orders, resolutions, and other proper and appropriate business of the League are carried out. He/she shall appoint the Parliamentarian and Archivist, all committee chairmen, and delegates to the citywide associations. The President shall coordinate the work of officers and committees to promote the objectives of the League. He/she shall be an *ex-officio* member of all committees except the Nominating Committee. The President shall be spokesperson to the public and media for the League.

Section 2. The Vice President shall act as an aide to the President, or in the event of the President's absence, incapacity, or refusal to act as determined by the Executive Committee, the Vice President shall perform the duties of the President and, when so acting, shall have all powers of and be subjected to all restrictions applicable to the President. The Vice President shall perform such other duties as may be assigned from time to time.

Section 3. The Secretary shall keep accurate minutes of all proceedings of the League and the Executive Committee. He/she shall retain records of the League except where such records are the responsibility of others. The Secretary shall retain a list of committees and their members and shall receive written reports from committees. The Secretary shall dispatch and receive all official correspondences of the League (other than circulars and notices to members), shall retain copies of such correspondence, and shall handle written press and public relations of the League in accordance with the wishes of the Executive Committee.

Section 4. The Financial Secretary shall receive and keep an accurate record of all receivable funds and requests for disbursement of the League and, as Membership

Registrar, shall keep a current file of members' names, addresses, telephone numbers, signatures, and dues payments.

Section 5. The Treasurer shall deposit all funds in and make disbursements from a bank designated by the Executive Committee. The Treasurer shall give oral or written reports as needed or upon request, and shall submit a written report annually to the League members of all financial transactions.

Section 6. The Sergeant-at-Arms shall be responsible for the maintenance of order at meetings of the League.

Section 7. Appointed Officers:

(a). The Parliamentarian shall advise on questions of parliamentary procedures according to the current edition of Robert's Rules of Order as they may apply at meetings of the League. The opinion of the Parliamentarian on questions of procedures shall control and be final.

(b). The Archivist shall assess, collect, organize, preserve, maintain control over, and provide access to records and documents determined to have long-term value for the League. The records maintained by the Archivist may consist of a variety of forms, including letters, diaries, logs, various other writings, official documents, sound and/or picture recordings, etc.

Section 8. The Standing Committees shall be responsible for the development, implementation, monitoring, and/or review of all activities within their respective committee that bear on the health, safety, and welfare of North Portal Estates and its residents.

Section 9. The Executive Committee shall supervise the affairs of the League and determine the policies of the League. The Executive Committee may appoint a subcommittee of its members for program planning.

ARTICLE VI

Elections and Appointments

Section 1. Officers shall be elected on a biennial basis at the Annual Meeting of the designated year.

Section 2. The elected officers shall be installed at the regular June meeting following their election. Also at that meeting, the President shall appoint the Parliamentarian, the Archivist, and the Delegates to the citywide associations.

Section 3. The term of office for officers and delegates shall be two years beginning with the June meeting of their installation or appointment, and ending with the next election, or when their successors have been installed or appointed.

Section 4. At the January meeting of an election year, the membership shall select a Nominating Committee composed of five members, not more than one of whom shall be, at the time, an officer or other member of the Executive Committee. Neither the President nor Vice President may serve on the Nominating Committee. The President shall appoint the Chairman of the Nominating Committee from the members selected.

Section 5. At the March meeting of an election year, the Nominating Committee shall propose to the membership the names of one or more persons for election to the designated offices. Any member present at the meeting may also make nominations. The Nominating Committee shall distribute the written slate of nominees to the membership at least five days prior to the election.

Section 6. The Elections shall take place at the Annual Meeting in May of the designated year. If there is more than one candidate for any office, the Nominating Committee shall provide a pre-printed ballot for voting purposes at the meeting, and elections shall be by secret ballot. If there is only a single candidate for each elected office, the election may be by an oral vote upon a motion duly made and seconded. A plurality of votes cast shall be necessary for election to office.

Section 7. In the event of permanent vacancy in the office of President, the Vice President shall succeed thereto. The Secretary shall succeed to the presidency should the Vice President be unable or unwilling to serve. Any permanent vacancy in any other office shall be filled by appointment by the President, and shall be effective until the next election.

ARTICLE VII

Dues, Budget, Assessments, Obligations, Indebtedness and Disbursements

Section 1. The membership shall determine the amount of annual dues that shall be payable at the beginning of the League fiscal year, which runs September through August. Members of the Executive Committee shall pay their dues by the September regular meeting.

Section 2. Special assessments shall be payable at the time specified in the resolution authorizing the assessment.

Section 3. Any member who is in arrears for payment of dues or a special assessment for the current fiscal year shall not be entitled to vote.

Section 4. At the Annual Meeting, the membership shall adopt a Budget for the subsequent fiscal year. Such budget shall authorize the obligations or indebtedness to be incurred, any assessment to be imposed, and all disbursements of funds to be made by the League, including payments of ordinary operating expenses of the League. Any exception shall be presented by resolution to and voted on by the

membership at a regular or special meeting, provided that the membership is notified at least five days prior to such meeting.

Section 5. All checks, drafts and money orders drawn against the League shall be signed by at least two of the following officers: the President, the Vice President, and the Treasurer.

ARTICLE VIII

Meetings

Section 1. The regular meetings of the League shall be held on the fourth Wednesday of alternating months beginning in September, except that a meeting shall be held in June instead of July. The regular meeting in May shall be the Annual Meeting. Meetings shall be held at such times and places as the Executive Committee designates.

Section 2. Special meeting of the League may be called by the President, or by any other officer upon written request of at least ten members.

Section 3. Meetings of the Executive Committee shall be held at the call of the President, or at the call of five members thereof.

Section 4. No business shall be done at any meeting unless a quorum is present.

Section 5. Notices of time, place, and purpose or agenda, of all regular and special meetings shall be distributed to the membership at least five days prior to the meeting.

ARTICLE IX

Quorum

Section 1. Twenty-five percent (25%) of paid members of the League shall constitute a quorum at all regular meetings of the League.

Section 2. A majority of the Executive Committee shall constitute a quorum at all meetings of the Executive Committee.

Section 3. Any number may constitute a quorum at meetings of the League or Executive Committee for the purpose of adjournment.

ARTICLE X

Authority on Procedure

Robert's Rules of Order, the current edition, shall be the authority in all matters of procedure not specifically set forth in this Constitution.

ARTICLE XI

Amendments

Section 1. This Constitution may be amended by a two-thirds (2/3) vote of all members present at any regular meeting of the League, provided that the proposed amendment shall have been submitted for consideration at the previous regular meeting of the League and a copy thereof shall have been on file with the Secretary for at least twenty days.

Section 2. The Executive Committee is authorized to make a Conforming Amendment, as appropriate, that makes non-substantive technical, organizational or grammatical corrections to the existing constitution. This amendment will have no substantive effect on the existing constitution.

ARTICLE XII

Asset Distribution Upon Dissolution

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

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