

Rhawnhurst Civic Association
A Pennsylvania Non-Profit Corporation

By-Laws

Article I Name

Section 1. The corporation shall be known as the “Rhawnhurst Civic Association”, hereafter referred to as the “Association”.

Article II Purpose

Section 1. The purpose of the Association is to: promote the common interest of the Rhawnhurst homeowners, maintain the residential character of the Rhawnhurst neighborhood, to provide a neighborhood forum for matters of common interest to Rhawnhurst residents and to promote the peaceful enjoyment of the homes and neighborhoods of the Rhawnhurst community. In pursuing such purposes, the Association shall not act in any manner that will impair its eligibility for exemption under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended.

Article III Membership

Section 1. Membership in the Association shall be open to residents who reside in the geographical area of Rhawnhurst as defined in this article. Membership status by any individual is subject to the submission of an application for membership (supplied by the Association) and verification of residency by the Board of Directors. Members are expected to behave in a civil manner towards each other, the Board of Directors and any invited guests. Violations of Section 1 are subject to suspension or termination of membership as described in Section 3 of this Article.

Section 2. Only members in good standing are eligible to vote at Association meetings. Each member is entitled to one vote and may not vote by proxy for a member absent from a meeting at which a vote is taking place.

Section 3. The geographic boundaries of Rhawnhurst for the purposes of membership are as follows: the east side of Algon Avenue from Cottman Avenue northward to Krewstown Road, Krewstown Road to Pennypack Creek, Pennypack Creek to Roosevelt Boulevard, the west side of Roosevelt Boulevard to Cottman Avenue, the north side of Cottman Avenue to Algon Avenue.

Section 4. The Board of Directors, by a vote of two-thirds of all the members of the Board, may suspend or expel a member for cause after an appropriate hearing, and may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership. A terminated member can be reinstated upon written request, signed by the former member filed with the Board of Directors and upon an affirmative vote to reinstate by two-thirds of the Board of Directors.

Article IV **Meetings**

Section 1. Meetings of the members of the Association shall be held at Pelbano Playground, 8101 Bustleton Avenue, Philadelphia, Pa 19152, or at such other place or places within Rhawnhurst as may be fixed by the Board of Directors.

Section 2. There shall be at least six (6) General meetings during the calendar year.

Section 3. The annual meeting of the members shall be held on or before the end of November of each year when they shall elect a Board of Directors (in even years) and transact such other business as may be brought before the meeting.

Section 4. Special meetings of either the general membership or the Board may be called by the President at such time as he/she may deem necessary.

A. All special meetings shall be held only after three (3) days notification has been given to the membership which shall include the questions or matters to be considered and the time and location of the meeting.

Section 5. The order of business at all regular meetings of the Association will be guided by “Robert’s Rules of Order” and shall be as follows:

- A. Call to order
- B. Reading of minutes of last meeting
- C. Officer’s and Committee reports, if any.
- D. Special orders (important business previously designated for consideration at this meeting)
- E. Unfinished business
- F. New business
- G. Announcements
- H. Adjournment

Section 6. Conduct of meeting:

- A. The President will recognize speakers from the floor and will keep order at the meeting.
- B. The President will recognize motions from the floor to table discussions,
 - 1. Such motions must be seconded and are subject to no more than five minutes of discussion prior to a vote by the membership.
 - 2. Such motions must specify the disposition of the tabled topic (to the Board of Directors, to a committee, to the next general meeting).
 - 3. Once a motion to table has been approved, further discussion is out of order. The President will cease to acknowledge further out of order discussion.
- C. The President may summarily expel any attendee who displays rude or disruptive behavior.
- D. Voting is limited to members in good standing only. Each member is entitled to one vote.
- E. Unless otherwise stated, a simple majority is sufficient to carry any motion.
- F. In case of a tie, the Board of Directors shall cast the deciding vote.

Section 7. Conflict of Interest:

- A. It is assumed that any members in good standing will refrain from voting on any issue in which they have a conflict of interest.
- B. Challenges to a vote based upon conflict of interest will be adjudicated in closed session by the Board.
- C. Challenged votes will not be acted upon until the Board issues its decision.

Article V **Board of Directors**

Section 1. Officers of the Board of Directors

- A. The Board of Directors shall be as follows:
 - 1. President
 - 2. Vice-President
 - 3. Secretary
 - 4. Treasurer
 - 5. Sargent-at-Arms

6. Zoning Chairman
7. Technology Coordinator

Section 2. All members of the Board of Directors shall be residents of Rhawnhurst as described in Article III, Section 2 and shall be at least eighteen (18) years of age.

Section 3. The term of office shall be two (2) years after which the members of the Board will need to be reelected at a meeting of the general membership no later than the end of November.

Section 4. Duties of the officers of the Board of Directors:

- A. **President**-The President shall schedule and preside over all Board of Director and general membership meetings; appoint committees after due consultation with the Board of Directors; serve as ex officio member of all committees; prepare the agenda for all meetings after due consultation with the Board of Directors; represent the Association to the public; review and transmit all bills to the Treasurer for payment.
- B. **Vice-President**-The Vice-President, in the absence of the President, shall perform the functions of, and exercise the powers of the President until such time as the President is able to resume his/her duties; review all membership applications; perform other duties requested by the Board of Directors or the President.
- C. **Secretary**-The Secretary shall make and file a written record of all transactions of the Association's meetings in a permanent ledger for this purpose as provided in Article VII, Section 1; keep an exact register of the membership; maintain a file of all Association correspondence; maintain a supply of stationary, meeting notices, copies of By-Laws and any other forms as may be deemed necessary by the Board of Directors.
- D. **Treasurer**-The Treasurer shall receive all monies belonging to the Association; arrange for the safekeeping of all funds; pay all bills as approved by and transmitted from the President; keep an accurate record of all receipts and disbursements in a permanent book used only for this purpose; report and verify the financial status of the organization at every meeting of the Board of Directors.
- E. **Sergeant-at-Arms**-The Sergeant-at-Arms shall verify that all attendees at an Association function are in fact members or invited guests; verify that all votes have been cast only by valid members; attest to the Board of Directors as to the accuracy of the vote count;

assist the Board in maintaining good order and a neighborly atmosphere at all Association functions.

- F. **Zoning Chairman**-The Zoning Chairman shall advise the Board of Directors and the general membership of the zoning implications of any agenda item coming before the Association; monitor the Philadelphia's Zoning Board of Adjustment for any zoning requests in Rhawnhurst; make a visual inspection of any such requests and relate any necessary information to the Board; chair the Zoning Committee; liaison with the City of Philadelphia's 10th District Councilperson, Pennsylvania's 5th District State Senator and the 2nd & 7th Police District's Community Liaison Officers.
- G. **Technology Coordinator**-The Technology Coordinator will create and maintain the Association's web site; troubleshoot Zoom media issues, create and update social media such as Facebook, Instagram and Twitter; advise on any other computer and technology concerns which may occur.

Article VI Disbursement of Funds

- Section 1.** Disbursements not to exceed fifty dollars (\$50.00) may be paid by the Treasurer in accordance with Article V, Section 4 (D).
- Section 2.** Disbursements exceeding fifty dollars (\$50.00) but not exceeding Two Hundred Fifty dollars require direct authorization from the President of the Board of Directors.
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Article VII Records and Property

- Section 1.** A register of the Association shall be kept in the form of a permanent record and shall include the By-Laws, a list of officers of the Board of Directors, a list of members and the minutes of the Board of Directors and general membership meetings. This register shall remain in the custody of the Secretary.
- Section 2.** A permanent record and an accurate account of the funds of the Association shall be retained by the Treasurer.
- Section 3.** All records are the property of the Association, including all official correspondence in the custody of members of the Board of Directors and committees, and shall be transferred at the expiration of their terms of office to their successors.

Section 4. No records of the Association may be published or displayed without prior consent of the Board of Directors.

Section 5. Any member in good standing shall be allowed to review any record at a mutually agreed upon time and place. No copies shall be made for retention by any member.

Article VIII Amendment of these By-Laws

Section 1. These By-Laws may be amended by a majority vote of the Board of Directors.

Article IX Dues

Section 1. Annual Dues shall be set at Ten Dollars (\$10.00) per person, Fifteen Dollars (\$15.00) per couple and Twenty-Five Dollars (\$25.00) per household.

Section 2. Annual Dues shall be determined at the discretion of the Board of Directors by means of a majority vote.

Section 3. The Association's fiscal year begins, and dues should be paid by, January 1st of each year.

Article X Elections

Section 1. The election of Board of Director officers shall take place at a reorganization meeting, held every even numbered year, by no later than the end of September, and presided over by the preceding President of the Board of Directors.

Section 2. The Sergeant-at-Arms and the Secretary shall count and verify the votes. Officers shall be elected by receiving the highest number of votes. In case of a tie vote, another ballot shall be required by those present at the meeting.

Section 3. Only nominees who have given consent to their candidacy, in person or in writing to the Board of Directors, two weeks prior to the election meeting may be considered for election to the Board of Directors.

Article XI Standing Decisions

Section 1. The following, having been duly voted upon by the Board of Directors, shall remain as guiding principles of the Association unless specifically voted upon to the contrary:

- A. The Association will oppose any commercialization of residential property.
- B. The Association will oppose any conversion of a single-family property into a multi-family property.
- C. The Association will oppose the legalization of any nonconforming multi-family residential usage of property.
- D. The Association will oppose any zoning variance requested for new construction that would permit multiple structures to be built on a lot that previously held a single structure or residence.
- E. The Association will oppose any zoning variance requested to legalize existing nonconforming construction.