

CAPITOL VIEW CIVIC ASSOCIATION, INC.

ORGANIZED DECEMBER 21, 1925

**INCORPORATED MAY 6, 1958,
WASHINGTON, DC**

CONSTITUTION AND BYLAWS

**ADOPTED APRIL, 1976
REVISED 1990
REVISED OCTOBER, 2006
REVISED MARCH, 2008**

CONSTITUTION AND BYLAWS

ARTICLE I THE NAME AND LOCATION

SECTION 1. This organization shall be known as the Capitol View Civic Association, Incorporated, located in the city of Washington, District of Columbia; the area known as "CAPITOL VIEW." The boundary beginning at 47th Street, and Central Avenue N.E., thence north on 47th to Brooks Street, N.E., east on Brooks Street to Division Avenue, north on Division Avenue to Clay Street, east on Clay Street to 54th Street, south on 54th Street to Blaine Street, east on Blaine Street to Southern Avenue, N.E., south on Southern Avenue to Central Avenue, S.E., west on Central Avenue S.E./N.E., to 47th Street, N.E.

SECTION 2. Its power of operation and authority is prescribed in the Capitol View Civic Association Certificate of Incorporation received and filed May 6, 1958 in the Office of Recorder of Deeds, Corporation Division Washington, D.C. and any amendments to same.

ARTICLE II OBJECTIVES

SECTION 1. The objectives of this organization shall be:

- (a) To encourage and promote the general welfare and comfort of the residents of Capitol View, by identifying, publicizing, and seeking to solve specific problems related to neighborhood crime, inadequate public facilities, insufficient public services, environmental hazards and other civic and community problems.
- (b) To bring about a more friendly relationship in the community, mutual protection and the improvement of all phases of community life so that neighbors can come together to enjoy social, recreative and educational events.
- (c) To encourage, promote, and provide education to the citizens of Capitol View, that they become knowledgeable in the ways to bring about the improvements and to resolve the problems listed in (a) above.
- (d) To promote the education of the children, grandchildren, and other dependants of the citizens of Capitol View by way of scholarships and/or educational grants to individuals, schools, or agencies.
- (e) To create programs and committees, and to work in cooperation with other agencies and charitable institutions both public and private to ensure direct assistance and the creation and/or promotion of programs necessary to provide for the welfare of the citizens of Capitol View who do not have the means to provide for their own welfare.
- (f) To represent the community in the consideration and decision of public policy making of all phases of regulations, statutes and codes of law in the District of Columbia and national affairs as relates to (a), (b), (c), (d), and (e) above and as are within the legal purview of a non-profit organization.
- (g) To maintain channels of communication among and with Advisory Neighborhood Commissions (ANCs), and other local community organizations.

- (h) To stimulate the interest of young people of the community and to aid and act as a reservoir in supplying information to the Capitol View Junior Civic Association. Membership in the D.C. Federation of Junior Civic Associations is open to persons between the ages of 12 and 21.
- (i) The activities of this Association shall be non-partisan, non-commercial, non-sectarian and non-profit.

SECTION 2. The association shall also support and embrace the purpose and objectives of the Capitol View Property Owner's Association that the Association absorbed in 1988.

ARTICLE III MEMBERSHIP

SECTION 1. Those eligible for membership of this Association shall be composed of persons residing within the boundaries of the area known as "Capitol View," as defined by the D.C. Federation of Civic Associations, Inc., and persons residing beyond said boundaries who are interested in supporting progress and development of the Capitol View community.

SECTION 2. The annual membership drive shall be conducted. Additional members may be accepted at any time of the year.

SECTION 3. The annual membership dues and dues period for individuals and families shall be proposed by the Board of Directors and approved by the membership at the Inaugural Meeting.

ARTICLE IV MEETINGS

SECTION 1. The Association shall hold regular monthly meetings on a standard day, at a standard time, and in a standard location proposed by the Board of Directors and approved by the members. In July and August, the Association shall be in summer recess with no regular meetings scheduled; however, during that period, the Association will be represented by its elected and appointed officials as appropriate. The first meeting of the year is called the Inaugural Meeting. In January, at the Inaugural Meeting, the State of the Association Address will be given by the President; receiving of annual reports by Chairpersons for Special and Standing Committees.

SECTION 2. The President may call a special or an interim meeting of the Association whenever the best interest of the Association requires it. Only the business so stated in the notice for a special meeting can be acted upon at that meeting. Such a meeting may be held to avoid conflict with holidays, community celebrations and other kinds of special events that are of significant interest to members of the Association.

SECTION 3. The Board of Directors shall meet quarterly on the second Monday in the months of January, April, July, and October and additionally as deemed necessary by the Board.

SECTION 4. For meetings of the Association, a quorum shall consist of the members present and three members of the Board of Directors.

SECTION 5. A majority vote of members present at a meeting shall be required on all matters except as otherwise provided.

SECTION 6. Robert's Rules of Order, as newly revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of the Capitol View Civic Association, Incorporated.

ARTICLE V BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall be composed of the elected officers in titled positions and any other members elected from the body.

SECTION 2. The President shall be the Chairperson of the Board of Directors.

SECTION 3. Vacancies occurring within the Board of Directors shall be filled by an election of the members of the Association and the elected member shall serve the unexpired term or until a successor is duly elected and qualified. Should a vacancy occur in the office of the President, the First Vice-President shall serve the unexpired term of the President. Until such time as a special election can be held to fill other vacancies, the President may appoint members to serve as acting directors.

SECTION 4. Management of the business of the Association shall be vested in the Board of Directors.

SECTION 5. Any action taken by the Board of Directors may be modified, rescinded or approved by the Association upon a majority vote of the members present.

ARTICLE VI ELECTED OFFICERS

SECTION 1. The titled elected officers of the Association shall be members in good financial standing. The officers' positions shall be:

President
First Vice President
Second Vice President
Treasurer
Recording Secretary

SECTION 2. The term of office shall be two years. Any officer shall be eligible for reelection upon majority votes of the body.

SECTION 3. Elected officers and delegates of the Capitol View Civic Association may be removed from office for cause by two-thirds vote, after having been given proper written notification and an opportunity to be heard.

**ARTICLE VII
APPOINTED OFFICERS**

SECTION 1. The titled, appointed officers shall be

- Assistant Recording Secretary
- Corresponding Secretary
- Assistant Corresponding Secretary
- Financial Secretary
- Director, Junior Civic Association
- Archivists
- Parliamentarian
- Chaplain
- Sergeant-at Arms

SECTION 2. These officers are appointed (and may be removed) at the pleasure of the President and approved by the Board of Directors to perform executive and administrative duties that are applicable to their title and are also assigned in the best interest of the Association.

**ARTICLE VIII
DUTIES OF OFFICERS**

SECTION 1. The President shall preside at all meetings of the Association and at all meetings of the Board of Directors. The President shall have the power to appoint the chairpersons of the standing committees, special committees and to establish new committees with the approval of the members at a regular meeting. The President shall appoint the duties of unfilled positions to the existing officers. The President shall countersign all vouchers, sign all contracts and other instruments authorized by the Association and, in general, shall perform all duties incidental to the office of President or as otherwise prescribed in the Bylaws. Each year, the President shall report on the state of the Association at the Inaugural Meeting in January.

SECTION 2. At the request or in the absence or disability of the President, the Vice Presidents, in the order designated by election, shall perform all duties of the President and, when acting, shall have all the powers of, and be subject to all restrictions upon the President. The Vice-President may also countersign vouchers, contracts or other instruments authorized by the Association, and shall perform such other duties from time to time as may be assigned by the President.

SECTION 3. The First Vice-President shall assist the President in staffing, coordinating and supervising all activities of the Association. The First Vice-President has oversight responsibility for the following standing committees: Amenities & Annual Awards; Budget & Finance; Constitution & Legislation; Education & Scholarship; Membership; and Organizational Planning.

SECTION 4. The Second Vice-President shall assist the President in representing the Association and shall have oversight responsibility for the following standing committees: Beautification & Cultural Affairs; Community Relations; Housing & Zoning; Public Accommodations; and Senior Citizens.

SECTION 5. The Recording Secretary shall keep correct records of the membership, keep minutes, and turn all records over to successor and perform other duties common to the office as may be delegated by the President.

SECTION 6. The Assistant Recording Secretary shall assist the Recording Secretary in the performance of duties during the Recording Secretary's absence and perform other duties as assigned.

SECTION 7. The Corresponding Secretary shall be responsible for the dispatch of all communications of the Capitol View Civic Association, Inc., except when such communications are required to be dispatched by others of the Association. Corresponding Secretary shall read all correspondence received and perform any other related duties assigned.

SECTION 8. The Assistant Corresponding Secretary shall assist the Corresponding Secretary in notifying members, maintaining a membership roster and shall perform other duties as assigned.

SECTION 9. The Financial Secretary shall receive all monies due the Association, giving proper receipt therefore. Turn all monies over to the Treasurer. Keep an up-to-date financial roll of membership. Collect all collection sheets, turning over same to Auditing Committee. Upon order of the body, the Financial Secretary shall sign and issue all vouchers countersigned by the President for disbursement of all monies duly appropriated by the Association.

SECTION 10. The Treasurer shall receive all monies turned over by the Financial Secretary giving a receipt therefore. Keep an accurate record of same and make deposits in bank designated by the Association. By order of the President, and upon receiving vouchers signed by the President and Financial Secretary. All bills shall be by check. The Treasurer shall perform other duties pertaining to that office and is required to make a complete report of all finances available at each regular meeting either by printed report or verbally and whenever requested by the President. A report for the year shall be presented at the Inaugural Meeting in January.

SECTION 11. All officers and committee chairpersons shall make written reports with copies to the President, Recording Secretary and the Corresponding Secretary of the work of their office or committee.

SECTION 12. All books, records, papers, monies or other properties of the Association in possession of any officers of the Association at the time of their resignation, retirement or change of office shall be surrendered and delivered to their successor of the respective office.

SECTION 13. The Archivist shall be custodian and properties accountable officer of the Association. The classes of property assets include: donated memorabilia; purchased supplies

and equipment; collected records of publications, photographs, books and historical papers; and earned awards, trophies, and honoraria. The Archivist shall preserve the records of all honorees and maintain a file on the same. The Archivist shall include an archive Mini-Exhibit in the annual report presentation at the Inaugural Meeting in January.

SECTION 14. The Parliamentarian shall advise the President, Board of Directors and the Association on the interpretation of the Constitution and Bylaws.

SECTION 15. The Chaplain shall be spiritual advisor to the President and shall lead the Association in attainment of its spiritual aims. All Chaplain functions, when representing Capitol View Civic Association, and all prayers shall be nonsectarian.

SECTION 16. It shall be the duty of the Director of the Junior Civic Association to organize and supervise the activities and set up a parent group to assist in promoting the interest and carrying out the program of the Association. The Director shall set up a planned program of cultural, educational and civic activities. A copy of the roster of members and the program shall be turned over to the Association in February in each year.

SECTION 17. The Sergeant-at-Arms' main responsibility is to maintain order during meetings under the direction of the presiding officer. As the Sergeant-at-Arms, the incumbent is also charged with the duty of enforcing regulations designed to preserve the peace and security of the Association and to protect its property.

ARTICLE IX COMMITTEES

SECTION 1. Committees shall be appointed by the board with approval of the membership if specified.. Committees will be designated as standing or special. Special committees will have a defined ending date. The duties performed and the authority exercised shall be limited to a specifically identified subject. Standing committees continue from year to year playing a crucial role in setting policy and in carrying out authorized functions for which they were created.

SECTION 2. Each committee shall be a group of no less than three members.

SECTION 3. As described, each committee shall perform such administrative duties and shall exercise such administrative authority as may be delegated by the Board of Directors in terms of functions.

SECTION 4. The AMENTIES & AWARDS committee is authorized to function for the Association on all ceremonial, protocol and social graces occasions; identify and plan for annual awards; and recommend to the Board of Directors, those awards to be granted as merited on the basis of performance or quality. The First Vice-President has oversight responsibility.

SECTION 5. The ORGANIZATIONAL PLANNING committee is authorized to function for the Association as the initial planning source and formulator of programs to be executed by other committees. It shall provide coordination and continuity in program execution and

accomplishments so as to develop a more serviceable and rewarded citizenship. The First Vice-President has oversight responsibility.

SECTION 6. The BEAUTIFICATION & CULTURAL AFFAIRS committee is authorized to function for the Association in the development and execution of clean-up, fix-up, and paint-up programs and to support the enforcement of such items as residential parking permits, care of trees and community property, removal of trash, etc. This standing committee shall also present programs in the humanities and represent the Association at such events that provide cultural enlightenment and a richer life. The Second Vice-President has oversight responsibility.

SECTION 7. The BUDGET & FINANCE committee is authorized to function as the primary source of fiscal information relating to revenue, accounting records and bank accounts. Finances shall be controlled through an adequate budget system that specifies the estimated revenues and sources; purpose and amount of expenses or appropriations; and limits of disbursement. The Chairperson shall maintain communication with the Treasurer, Financial Secretary, and First Vice-President to assure timely fiscal action and reliable performance for the Association. The First Vice-President has oversight responsibility.

SECTION 8. The COMMUNITY RELATIONS committee is authorized to function for the Association as the primary channel for information gathering and dissemination. It shall initiate the publication of an official newsletter, the sponsorship of public events and liaison with city-wide news media organizations. The Second Vice-President has oversight responsibility.

SECTION 9. The CONSTITUTION & LEGISLATION committee is authorized to function for the Association in gaining knowledge to assist in developing such city-wide programs as education, housing, new tax sources, urban renewal, public works, transportation and welfare. It shall conduct liaison with government agencies, interview public officials, attend public hearing and keep current the Constitution and Bylaws of the Association. The First Vice-President has oversight responsibility.

SECTION 10. The EDUCATION & SCHOLARSHIP committee is authorize to function in a manner that promotes literacy, generates knowledge to challenge specific bastions of ignorance, sponsors and/or co-sponsors community education on subjects of significant interest to the Association, and joins in training efforts of other organizations for mutual benefits. The committee shall also develop standards and/or criteria for the nomination and selection of annual award recipients based on academic accomplishments. The First Vice-President has oversight responsibility.

SECTION 11. The HOUSING & ZONING committee is authorized to function so as to protect the property rights and interests of the members of the association; to protest and object to any and all undesirable businesses seeking to come into the community; and to maintain a historical file of zoning actions for future reference. The Second Vice-President has oversight responsibility.

SECTION 12. The MEMBERSHIP committee is authorized to function for the Association in regaining present embers and for adding new ones by inviting and encouraging all persons within

the Capitol View boundaries to join. It shall recruit Block Leaders to make personal contact with members and encourage their attendance at meetings of the Association. The committee shall conduct an annual membership drive and give an annual report at the Inaugural Meeting in January. The First Vice-President has oversight responsibility.

SECTION 13. The PUBLIC ACCOMODATIONS committee is authorized to take and/or support all legal measures to protect the safety and health standards of the community. It shall specifically act to address problems in public transportation, law enforcement, environmental pollution, sanitation, education and recreational facilities. The Second Vice-President has oversight responsibility.

SECTION 14. The SENIOR CITIZENS committee is authorized to create and develop a philosophy of volunteer services for the Association and make those services more responsive to the older adults of the community. It shall initiate senior citizens programs for the Association and support the efforts of other civic organizations and public agencies to provide them opportunities for new experiences and a variety of social, cultural, and recreational activities. The Second Vice-President has oversight responsibility.

SECTION 15. The AUDTING committee shall consist of qualified members appointed by the President and approved by the Association. The committee shall audit the books and records of the Treasurer, Financial Secretary, all committees and/or members designated to handle funds of any activity or function of the Association. The committee is directly responsible for conducting examination of fiscal records and accounts to check their accuracy; however, it has the option of using committee personnel or commercial means to do the work.

SECTION 16. The NOMINATING committee shall consist of members appointed by the board. The committee shall present a slate of nominees at the November meeting for the election of officers, at which time an opportunity shall be given for nominations from the floor. Installation will be conducted for elected and appointed officers in the month of December. The committee shall obtain nominating procedural guidelines from the Constitution & Legislation Committee. If the Constitution & Legislation Committee is not active, a Vice President shall serve in this role.

ARTICLE X DELEGATES & ALTERNATES

SECTION 1. The President shall appoint five in good financial standing as authorized delegates of the Association to represent the Association and serve as speaking and voting members of the Board of Directors of Capitol View Development Corporation, Inc.

SECTION 2. The elected delegates shall serve for a term of three years in compliance with the Articles of Incorporation and Bylaws of the Capitol View Development Corporation:

Two directors for one year; two directors for two years; one director for three years; and to the election and qualification of a successor.

The delegates shall submit a written report to the Association of the business and activities of the Capitol View Development Corporation within ten days after each meeting of the Board of

Directors. As a minimum of content, the report should contain minutes of the meeting and coordinated comments of the Association's delegates. The delegate serving as the Delegate for Three Years position shall be responsible for submitting the report to the Capitol View Civic Association, Inc.

SECTION 3. The president shall appoint delegates and alternates to represent the Association in a speaking, voting, observer or advisory role as directed at the meeting of the following organizations and pay dues for same if need be:

- a. D.C. Federation of Civic Associations, Inc.
- b. The Far Northeast/Southeast Council
- c. Community Services Division (CSD, SAC)
- d. Sixth District Citizens Advisory Council
- e. Marshall Heights Community Development Organization

All delegates and alternates shall attend the meetings and bring back reports to the Association at its regular monthly meeting.

ARTICLE XI ORDER OF BUSINESS

SECTION 1. As defined in Article IV, Section 4, a quorum is the necessary prerequisite to the transaction of official business by the Capitol View Civic Association, Incorporated.

SECTION 2. The Order of Business of the Capitol View Civic Association, Inc. shall be:

- Meeting called to Order
- Roll Call of Officers
- Introduction of Guest Speakers, Visitors, Elected Officials
- Reports of Officer,
 - Board of Directors (including Approval of Minutes and Treasurers Report)
 - Delegates on Board of Directors of Capitol View Development Corporation
 - Communications
 - Reports of Standing Committees
 - Unfinished Business
 - New Business
 - Remarks and Acknowledgements
 - Adjournment

ARTICLE XII AMENDMENTS TO BYLAWS

SECTION 1. These bylaws may be altered, amended or repealed and new bylaws may be adopted by a two-thirds vote of the members present, at any regular stated meeting of the Capitol View Civic Association, Inc. provided at least thirty days written notice is given of the intention to alter, amend, or repeal or to adopt new bylaws at such meeting.

SECTION 2. The administrative action shall be initiated by the standing committee on Constitution & Legislation.

ARTICLE XIII
DISSOLUTION OF THE ASSOCIATION

On the dissolution of the Association, the Board of Directors, after paying or making provision for the payment of all the liabilities of the Association, shall dispose of all the assets of the Association exclusively for the purpose of the Association or to such organizations organized and operated exclusively for purposes similar to the purposes of the Association as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the United States Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine.

APPENDICES (Not part of the official constitution and bylaws, but preserved here for historical purposes.)

COMMITTEE BACKGROUND AND MANDATE AUTHORITY

PURPOSE: The committee was mandated to examine the legal, official documentation of the Association; amend and bring current the bylaws in comprehensive revision; eliminate inconsistencies and conflicts within the bylaws; and, recommend changes in a report to the Board of Directors for the Capitol View Civic Association, Incorporated.

PERSONNEL: A group of five members was selected by the Association and designated it the Capitol View Civic Association Constitution and Bylaws Committee for 1990. The name, address and telephone numbers of each member are:

Mr. Thomas Bryant, Sr.
14 49th Place N.E.
Washington, D.C. 20019
(202) 396-4018

Mrs. Geneva B. Greene
5213 Ames Street, N.E.
Washington, D.C. 20019
(202) 399-4031

Mr. Frederick McCrae
39 54th Street, S.E.
Washington, D.C. 20019
(202) 583-3019

Mrs. Josephine Samuels
41 54th Street, S.E.
Washington, D.C. 20019
(202) 582-2135

Mr. Alvin J. Tolbert, Chairman
4708 Brooks Street, N.E.
Washington, D.C. 20019
(202) 396-5367

REFERENCE DOCUMENTS: Organization, name, organized term, purpose and object are described in the Certificate of Incorporation of Capitol View Civic Association, Incorporated. This document was filed in the District of Columbia on May 6, 1958. The Proposed Constitution and Bylaws of the Capitol View Civic Association, Incorporated as cited as the current and official document. Consisting of sixteen constitutional articles with secondary bylaws, was prepared by committee and present to the membership in April 1976.

EXAMINATION PROCEDURE: As a background of general knowledge and references for future comparison, a data base was established by reviewing sources of information such as: Capitol View Civic Association Newsletters, notices of monthly meetings, banquet programs; D.C. Federation of Civic Association, Inc., literature, and minutes of special meetings and forums. Members were solicited for information on unique experiences, trends of interest, attitudes, past community and current willingness to actively participate in making Capitol View a better community.