

BY LAWS OF CENTRAL ROXBOROUGH CIVIC ASSOCIATION

Amended June 6, 2019

Article I – Name

The name of this organization shall be “Central Roxborough Civic Association”.

Article II – Purpose

The purpose of this organization shall be to promote and exemplify a community of concerned, caring and loving neighbors. The organization shall identify problems, seek out and discuss alternative solutions, and work toward the solution which best serves the community at large.

The Central Roxborough Civic Association is an all-volunteer, non-profit organization that works to maintain and enhance the qualities of our neighborhood that make it attractive to residents and businesses. CRCA provides a forum for neighbors to learn about and give input into issues that affect the community such as land use and zoning, safety, and environmental and economic sustainability.

Article III. – Location and Boundaries

The Central Roxborough Civic Association shall encompass that area bounded on the NORTH by the Northern side of Gates Street; bounded by the Eastern side of Henry Avenue, including that area bounded by the Northern side of Roxborough Avenue, the Eastern side of Magdalena Street and the Southern side of Walnut Lane. Bounded on the SOUTH by the Southern side of Hermit Street; and bounded on the WEST by the railroad along Cresson Street to and along the Western side of Tower Street, to and along the cliff overlooking Silverwood Street, to and along the Northern side of Leverington Avenue, to and along the Western side of Silverwood Street.

Article IV– Membership

1. Membership in the Association is open to any individual residing or doing business in the area set forth in Article III.
2. Member dues shall be proposed by the executive board with approval by the members at a regular monthly meeting.
3. All members who have paid the prescribed dues shall be entitled one (1) vote at each annual, regular or special meeting. There shall be NO voting by proxy. A person must be a member in good standing for at least 30 days in order to vote for officers and bylaw amendments

Article V– Officers

1. The Association, at its annual meeting in January, shall elect the following Officers for its Executive Board:
 - a. President
 - b. Vice President
 - c. Corresponding Secretary
 - d. Recording Secretary
 - e. Treasurer
 - f. Board Chair
2. The term of office for each officer shall be one (1) year, commencing with installation at the annual meeting in January. Each officer shall continue to serve until a successor has been duly installed.
3. No officer shall serve more than two (2) consecutive years in the same office, except by special nomination by a unanimous vote of the Executive Board. However, no officer shall serve more than four (4) consecutive years in the same office. No officer may receive any compensation for his or her services.
4. Duties of the President:
 - a. Shall be official spokesperson for the Association
 - b. Shall preside at all meetings of the Association
 - c. Shall manage the business of the Association, subject to approval of the Executive Board
 - d. Shall ensure that all orders and resolutions of the Association are carried out
 - e. Shall have the general supervision and direction over all other officers, district, zones, street and communication representatives and committee chairpersons and see that their duties are properly performed.
 - f. Shall report to the Association on all matters within his/her knowledge that may affect the Association
 - g. Shall be ex-officio member of all standing committees
 - h. Shall appoint all committee chairpersons, subject to the approval the Executive Board
 - i. Shall sign for all disbursements of funds that exceed \$500 with another officer. Expenditures exceeding \$100 require approval of the Executive Board. Electronic payments require an email from the President or in their absence, the Vice President.
 - j. Shall be custodian of all books and records of the Association except the books of account and other current financial books

5. Duties of the Vice President:
 - a. Shall be vested with all the powers and shall perform all the duties of the President during his/her absence and shall have such other duties as may from time to time be determined by the President
 - b. Shall coordinate and oversee all operations of the fourteen districts and the district representatives, and provide reports of district activities to the Executive Board, as they occur
6. Duties of Corresponding Secretary:
 - a. Shall give all notices of all meetings and other matters as required and perform such duties as may be prescribed by the President
 - b. Shall notify local media of meetings and other items of community interest
 - c. Shall be a member of the Communications and By-Laws Committees
 - d. Shall oversee the production of the newsletter/mailed member communications
7. Duties of Recording Secretary
 - a. Shall attend all general and executive meetings of the Association and act as clerk thereof, recording all votes and minutes of the proceedings in one or more "books" or data files to be kept for that purpose
8. Duties of Treasurer
 - a. Shall maintain an itemized record of monies received and expended and shall report same to the association at the February general membership meeting and at any time upon request of the Association.
 - b. Shall sign for all disbursements of funds. Along with an authorized Officer, shall sign for disbursements of funds that exceed \$500.00.
 - c. Shall collect all dues and deposit same in an account with a reputable banking institution or credit union.
9. Duties of Board Chair
 - a. Shall attend all Executive Board meetings and general meetings of the Association
 - b. Shall advise President in all matters as requested
 - c. Shall be an ex-officio member of all standing committees of the Association and shall attend meetings and advise President of activities as needed.

Article VI– Meetings

1. Regular meeting of the Association shall be held on the first Thursday of every month from September through June, and during July and August, if needed to review a zoning appeal. These monthly meetings constitute the official RCO (Registered Community Organization) meeting of the CRCA, as authorized by the Philadelphia Zoning Code. Community input and response at these meetings is sought through conducting discretionary straw polls, in which members and non-members can participate. The straw poll is used as a guide for the final position submitted by the CRCA to the City.
2. The annual meeting of the Association shall be held on the first Thursday of January of each year, when the Association shall elect officers and receive a year in review report from the President. The annual Treasurers report will be presented at the February general membership meeting.
3. Special meetings may be called at any time with at least three (3) business days notice given by the President.
4. The majority of the existing Executive Board shall constitute a quorum at any executive meeting. All of those members present at any regular, annual or special meeting shall constitute a quorum.

Article VII– Committees

1. Executive Board
The Executive Board shall consist of the officers and district representatives. Individuals on the Executive Board must be members in good standing. A district representative unable to fulfill their obligations may be removed by a 75% vote of the Executive Board. The Executive Board shall function for the Association between meetings of the Association. Every action of the Executive Board shall be reported to the Association at its next meeting. The Executive Board shall meet at least once a month or as deemed otherwise necessary by the President.
2. Nominating Committee
The Nominating Committee shall consist of three (3) members, at least one of whom is not an officer. It shall place in nomination at least one candidate for each office. Nominations shall regularly be made at least one month in advance of the annual meeting and circulated to all members. In the case of vacancies during the year, the Executive Board shall nominate a replacement in time for the nomination and election to be included at the next general meeting. In addition to nominations, by the Nominating Committee, any member shall have the right to nominate one or more additional candidates from the floor at the time of the meeting at which voting will occur.
3. Standing Committees
The standing committees are composed of a chairperson who shall be appointed by the President, upon approval of the Executive Board. No committee member shall serve as chairperson for more than two (2) consecutive years without approval of the Executive

Board. No committee member shall receive any compensation for his/her services. All committees shall be under the direction of the Executive Board. All committee chairpersons shall keep written records of their actions and submit an annual report to the President in November. Committees are created on an as-need basis as determined by the Board. Examples of recommended Standing Committees include:

- By-Laws Committee
- Communications
- Hospitality
- Membership
- Parks and Beautification
- Safety
- Traffic
- Zoning

Article VIII– District Structure

1. The area will consist of 14 districts numbered one (1) to fourteen (14) which may be subdivided into zones as proposed by the district representatives and approved by the Executive Board. Each district representative is encouraged to solicit volunteers in his/her district as needed. This structure shall be used, among other things, to facilitate the dissemination of information and reporting of civic problems to the Executive Board.
2. District Representatives are appointed by the Executive Board.
3. Duties of District Representative: In addition to a seat on the Executive Board, the district representatives shall be recognized as the Association’s contact person for that district with such duties as conveying messages, complaints and other items of interest to the Executive Board for proper evaluation and action; receiving messages from the Executive Board and disseminating information to the community.

Article IX– Fiscal Year

The fiscal Year of the organization begins January 1 and ends December 31.

Article X – Amendments

Amendments to these Bylaws shall be proposed by the executive board or at any time by any ten (10) members of the association, in writing, to the Recording Secretary. The Corresponding Secretary shall circulate, at the next regularly scheduled general meeting, the proposed amendment one (1) month (thirty days) in advance of the next meeting of the Association. Should the proposed amendment be submitted less than one (1) month before the next meeting, the amendment shall be circulated when received and may be discussed at the next regular meeting, but shall not be voted upon until a meeting which is held at least thirty (30) days after the circulation of the notice of amendment. At least two-thirds (2/3) of the membership present must vote affirmatively for the amendment to pass.