

TACONY CIVIC ASSOCIATION

P.O. BOX 8979

PHILADELPHIA PA. 19135

CONSTITUTION

SECTION 1 NAME:

The organization shall be known as: "THE TACONY CIVIC ASSOCIATION" Hereafter known as the Association.

SECTION 2. MISSION STATEMENT:

- A- To promote and protect the best interests of the residents and businesses within our boundaries.
- B- To maintain and improve the quality of life in Tacony to ensure this will continue to be a desirable place to live, work, and shop.
- C- To ensure all city zoning regulations are followed for land use and development while still preserving Tacony's historical heritage.

SECTION 3. BOUNDARIES:

The boundaries of the association shall be within:

- A- Northside of Robbins Street
- B- Southside of Cottman Ave.
- C- Eastside of Frankford Ave.
- D- West bank of the Delaware River

SECTION 4. OFFICERS

The Association shall be governed by a Board of Directors comprised of a President, 1st Vice President, 2nd Vice President, Treasurer, Secretary.

4-Advisors known as Trustees will be appointed by the President. Additional Trustees can be added by majority agreement of the Board. Trustees act in advisory capacity to help inform Board members in decisions that best represent the Association in a positive manner.

SECTION 5. COMMITTEES

The president shall appoint the chair person for the following committees of the Association:

Clean and Green

Fundraising

Membership

Police Liaison

Public Relations, Publicity and Social Media

Quality of Life

Zoning

Additional committees may be appointed by the President as needed.

TACONY CIVIC ASSOCIATION

BYLAWS

ARTICLE 1

Duties of the President

1. The President shall be the Chief Executive Officer of the Association, supervising all of its activities approved by the Board of Directors.
2. The President shall preside at all meetings of the Association and the Board of Directors maintaining order at all meetings.
3. The President shall put any motion when duly seconded to a vote after discussion and announce the results of the vote.
4. The President shall be authorized to sign checks and to pay bills or approved by the Board of Directors or bills the membership have approved at a regular meeting.
5. The President shall be a member ex-officio of all committees.

ARTICLE II

Duties of the First & Second Vice President

1. The First Vice President will perform the duties of the President whenever the President is absent at a Board of Directors ~~and~~ Membership meeting. If the President and First President are absent at these meetings, the Second Vice President will perform the duties of the president.
2. The First and Second Vice Presidents shall assist the President when requested to perform his/her duties.

ARTICLE III

Duties of the Treasurer

1. The Treasurer will maintain and open a checking account at a Financial Institution agreed to by the Board of Director's.
2. The treasurer will collect all money for the Association, deposit all monies in the checking account, issuing a receipt when necessary or requested.
3. The Treasurer will pay all bills presented to the Association and approved by the Board of Director's. The Checks are to be signed by two approved directors who have been approved to sign checks by the Board.
4. The Treasurer shall maintain records showing all monies received, showing the source, date received, and the activity to be credited.
5. A report shall be made available to the membership at the regular membership meeting showing an itemized statement of all deposits and expenditures since the last report. A beginning balance and ending balance shall be given.
6. Upon request from the Board of Directors, the treasurer will submit all payment and money received to the Board to perform an audit and issue a report on the finances of the Association.
7. The Treasurer is approved to pay any bill up to \$100 per month approved by the President. Any single bill over \$100.00 must be approved by the Board of Director's
8. The Treasurer may spend \$25.00 without any other approval for supplies to carry out the duties of the Treasurer.
9. The Treasurer may keep a petty cash account for the purpose of spending small amount bills. A separate account will be kept for this account.

ARTICLE IV

Duties of the Secretary

1. The Secretary shall record and maintain the minutes of all Membership, Board of Director Meetings and Zoning Meetings.
2. The Secretary shall notify the Board of Directors the date, time and place of all regular and special meetings of the Association.
3. The Secretary shall report and read all correspondence of the Association at the regular meetings.
4. The Secretary will keep a record of the paid membership of the Association.

ARTICLE V

Duties of the Trustees

1. The Trustees are appointed by the President and serve as advisors to the Board of Directors.
2. The Trustees should attend all Board of Directors meeting, and membership meetings.
3. The Trustees will assist the President on any duties assigned to them by the President.

ARTICLE VI

Board of Director's

1. The Board of Director's shall conduct the Business of the Association.
2. The Board of Directors shall meet whenever the President or a majority of the Board calls for a meeting. The date, time and place will be determined by the person calling the meeting.
3. The Board must hold a meeting at least once between regular membership meetings.
4. There must be a majority of Board Members at a meeting to bind any decisions made at the meeting.
5. The Board of Directors shall determine what financial institution shall be used to deposit the funds of the Association and write checks.
6. When a member of the Association does not act in the best interest of the Association or behaves in a negative manner against another member or the public which causes a negative view to the association, the Board will hold a meeting to discuss the actions of the member, and take a vote to dismiss that member. A majority vote of the Board will be made final.

ARTICLE VII

Committee's

1. All standing committee's will have a committee chairperson which will be appointed by the President at the First General Meeting of the year (September).
2. All Committee Chair's will recruit general members to assist in their committees.
3. If a committee chair person or member fails to attend the general membership meetings or does not perform their duties on the committee they were appointed, the President may declare the position vacant and appoint another to replace that post.

ARTICLE VII

Duties of Committee

1. Clean and Green: Committee organize and oversee the cleanup and planting in the public areas within our borders.
2. Fundraising: Committee will conduct and plan activities that raise income for the Association.
3. Membership: Committee will actively solicit new members by distributing membership at all meetings and functions of the Association, distribute membership cards and keep record of all active members.
4. Police Liaison: Committee will attend the 15th PDAC and PSA 3 meetings and report to the membership their activities.
5. Public Relations, Publicity and Social Media: Committee will handle all newspaper articles, concerning the Association. It will also oversee all electronic and social media outlets.
6. Quality of Life: Committee will interact with Town Watch groups 15th District Community Relations Officer to resolve problems concerning these issues reported to them from the public. Also interact with Association Members who have these issues and alert the appropriate city departments.
7. Zoning: Committee will report on all zoning variances, meet with all applicants, attend zoning meetings at the zoning board if necessary and meet with city and state officials for all issues. As RCO, organize and hold neighborhood meeting affected by variances to include residents and party seeking variance. Maintain civil debate and hold vote for residents to obtain approval or denial of variance and write letter to zoning commission of results.

ARTICLE IX

TERMS OF OFFICE AND ELECTION

1. The term of office for all Elected Officials and appointed Officers shall be for two-years.
2. One half of Elected Officers will be elected at each annual election meeting.
 - a. President, 2ND Vice President and Secretary shall stand for a two-year election on even years.
 - b. 1ST Vice President and Treasurer shall stand for a two-year election on odd years.
3. Prior to the January meeting, The President shall appoint a Nominating Committee to receive encourage and solicit nominees for the various offices up for elections.
4. Nominating Committee will present nominees at the March Meeting
5. Final nominations and seconding of nominations from the floor shall be held at the March Membership meeting.
6. Elections of Officers will be held at the May meeting.
7. Only Members in good standing can be nominated for office.
8. Only members in good standing are eligible to vote.
9. There shall be no Proxy votes.
10. If there is more than one nominee for any one office a secret ballot will be held.
11. A majority of the votes cast will determine the election.
12. If a vote results in a tie, a rebalot must occur until a majority is obtained.
13. Election may be by acclamation if only one candidate is nominated.
14. There shall be no write in votes, after an election all ballots shall be destroyed.
15. Offices vacated between elections shall be filled by appointment by the President for the remainder of the term of office.
16. At the termination of an election to any office or appointment to committee, for whatever reason the outgoing member shall transfer any and all Books, Papers, Documents, Funds and any other property of the Association entrusted to their care to the President or their successor.
17. Households will only have one vote.

ARTICLE X

MEMBERSHIP

1. Any person eighteen years of age or older who live within the Association boundaries shall be eligible for membership in the Association.
2. Any member who is an elected political representative or who is appointed as a representative of an elected political official shall not be eligible for appointment to or

- election to Office, Committee Chair, or Board of Trustees of the Association. unless they have been removed from said position for a period of at least 6-months.
3. Any member who holds an Office or Committee Chair position and during their term announces they are running for political office in the near future will tender their resignation to the President for the position they hold.
 4. Any member who is an elected or an appointed officer in another Registered Community Organization (RCO) shall not be eligible for appointment to or election to Office, Committee Chair, or Board of Trustees of the Association, unless they have been removed from said position for a period of 6-months.
 5. The Membership year will be a calendar year, January 1 thru December 31st
 6. Every Member in good standing shall be eligible to vote on all matters brought before the membership. A member in good standing is one who is current in their dues. A new member may vote and will be considered in good standing after they have paid their dues, been a member for 90-days, and have attended one meeting. Members who are not current in their dues may not vote until they have paid their dues.
 7. Any member who fails to pay their dues for an entire year, will have let their membership expire. If they choose to reapply they will be considered a New Member and shall not be eligible to vote until they become in good standing.
 8. It shall be a privilege of any member to attend the Board of Directors meeting as an observer with the permission of the president. Such members will have no voice or vote in the meeting.
 9. If at the discretion of the Board, a member may be considered a disruptive influence to the objectives and operation of the Board meeting, such member by majority vote will be excluded from attendance at future board meetings.

ARTICLE XI

MEMBERSHIP MEETINGS

1. Regular Membership meetings shall be held five (5) times a year in the months of January, March, May September and November.
2. The meetings will be held on the second (2nd) Wednesday of the scheduled month, at 7:00pm at a location agreed upon by the Board.
3. Special meetings may be called by the President to discuss special problems or activities of particular interest to the neighborhood. Special meetings may be convened at the request of the membership upon a petition of 25 members in good standing.
4. When a special meeting is convened it must have a specific purpose and no other business shall be discussed or transacted at the meeting.

ARTICLE XII

DUES

1. The Annual Dues will be:
 - a. Individual \$10.00
 - b. Household \$10.00
 - c. Seniors (60+) \$5.00
2. Any member who is not current in their dues shall be ineligible to vote in any election
3. No Officer, Trustee or Committee Member of the Association will be compensated for carrying out the duties of their office other than for expenses incurred in the performance of their office.

ARTICLE XIII

INDEMNIFICATION

The Association shall indemnify any person was or is a party or threatened to be made a party to any threatened, pending, pre-completed action, suit or proceeding whether civil, criminal, administrative or investigative, (including actions by or in right of the Association to procure a judgment in its favor) by reason of the fact that he or she is or was a director, officer, executive director, agent or representative of the Association, against expenses (including attorney fees), judgment's, fines and amounts paid in settlement – actually and reasonably believed to be in, or not opposed to, the best interest of the association. With respect to any criminal action or proceedings, have no reasonable cause to believe their contact was unlawful, upon a determination in the specific case that such 7741 or section 7742 of the Pennsylvania Non Profit Corporation law of 1972 and any amendments thereto. The Association may purchase and maintain insurance for the purpose of indemnification on behalf of any or all persons to the full extent permitted under section 7747 of the Pennsylvania Non Profit Corporation Law of 1972, and any amendments thereto.

ARTICLE XIV

AMENDMENTS

1. These by-laws shall be binding upon all officers and members and no alterations, or amendments shall be made unless proposed in writing and adopted by two thirds of the board of Directors attending a meeting.
2. An alteration or amendment so adopted by the Board of Directors will become effective when voted and approved by a majority of members at a regular membership meeting.

ARTICLE XV

PROCEDURE

1. Any rules of the meeting not specifically detailed in these by-laws shall be governed in accordance with Roberts Rules of Parliamentary Procedure.

ARTICLE XVI

ORDER OF PROCEEDINGS AT A MEETING

1. Call to order.
2. Reading of the minutes of preceding meeting.
3. Report of Treasurer
4. Reading of Communications.
5. Report of Board of Directors, President, and Vice President's & Trustees.
6. Report of Committees
7. Old Business
8. New Business, Open Forum.
9. Guest Speakers
10. Adjournment
11. During the meeting in which election of Officers are Held, such election shall be held immediately following the report of the committee's.

These By-Laws were adopted August 1983.

**Revised June 1987, June 1988, November 1989, March 1991,
March 1998, March 1999, May 2010, March 2013, October 2013,
May 2018 & September 2018**