

Washington Terrace Civic Association (WTCA)



CONSTITUTION AND BY-LAWS

	Constitution	By-Laws
Revision Date	None	March 12, 2022
Approval Date	None	Not Required

Washington Terrace Civic Association (WTCA)

CONSTITUTION

PREAMBLE

We, the duly authorized representatives of various Homeowners and bodies desirous of working for the best interest of our communities and of our country, do by this instrument, form and create a Civic Association/Club in order to study mutual problems and to plan, coordinate, and seek means whereby we may in solidarity and unison express our collective thinking and energy for the benefit of all, and to maintain the residential character of the community with which this organization represents and to promote the civic and social welfare in the area defined in Article 1 of the Constitution.

ARTICLE I – OFFICIAL NAME

SECTION I. The name of this organization shall be the Washington Terrace Civic Association (WTCA). The civic association shall be hereinafter referred to as WTCA. The WTCA is bounded by certain sections of Ennis St, Blodgett St, Alabama St, Emancipation Ave to Highway 288.

ARTICLE II – MEMBERSHIP

SECTION I. Any individual, over 17 years of age, be it homeowner, renter, leasee or business owner, etc., within the boundaries of Washington Terrace subdivision may join WTCA. The same membership applies to person(s) who are without civic representation outside of the WTCA subdivision.

SECTION II. Any individual member who is willing to uphold the policies and subscribe to the by-laws of WTCA may become a member of said organization upon the payment of dues, provided his/her/they recommendation for membership has been made by the membership committee and approval has been given by the general body.

ARTICLE III – OFFICERS & ELECTION

SECTION I. OFFICERS. The elected officers of WTCA shall be: President, Vice President, Secretary, Parliamentarian, and Treasurer.

SECTION II. ELECTION OF OFFICERS. Election shall be held at the first meeting in December of even numbered years. Candidates shall be nominated by a nominating

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committee composed of seven members, which shall be elected by the body. Such nomination shall not preclude nominations from the floor. Each successful candidate assumes office on the first day of the month following the month during which he/she/they was elected. Installation of officers shall take place before the first regular meeting in January. Dates and time are flexible. The even numbered year period remains the same.

ARTICLE IV

SECTION I. ROBERT RULES OF ORDER. The meeting shall be guided by Robert's Rules of Order in all matters not provided for in the Constitution, in its By-Laws, or by special action of the body.

ARTICLE V

Any article of this Constitution may be amended upon approval of a two-third (2/3) majority of the members present at a regular meeting. However, written notice of such amendment must be given to each individual thirty (30) days prior to the meeting of which amendments shall be voted upon.

– END OF CONSTITUTION –

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ARTICLE I – MEMBERSHIP

SECTION I. Each member shall pay an annual membership fee of twenty-five dollars (\$25.00) per household for any individual membership and fifty dollars (\$50.00) for a business membership. Annual membership dues shall be payable in January of each calendar year.

SECTION II. No member may vote on business matters in WTCA who has been absent for three (3) consecutive meetings prior to a meeting where voting occurs, unless the reason for such absence is approved by a majority vote of the members.

ARTICLE II – MEETING OF MEMBERS

SECTION I. ROBERT RULES OF ORDER. The meeting shall be guided by Robert's Rules of Order in all matters not provided for in the Constitution, in its By-Laws, or by special action of the body.

SECTION II. REGULAR MEETINGS. The regular meeting of the members of WTCA shall be held on the last Wednesday of each month at an agreed upon time in person or virtually as designated by the Board. In the event that the regular meeting falls on a legal holiday, the time and date of the meeting shall be set by the President at the preceding regular meeting with the consent of the members.

SECTION III. SPECIAL MEETINGS. Special meetings of the members may be called at any time by the President or upon the written request of the members.

SECTION IV. NOTICE OF MEETINGS. Written notice of each special meeting of the members shall be given by, or at the direction of, the secretary by physical or electronic mail before such meeting at least fifteen (15) days before such meeting. Such notice shall specify the play, day and hour of the meeting and the purpose of the meeting. Regular meetings shall not be required but may be given in a like manner.

SECTION V. SPEAKERS. No person shall be allowed to speak on the same subject more than twice without special permission from the President.

SECTION VI. FOUNDER'S DAY. One day in April shall be set aside each year in observance of Founder's Day.

SECTION VII. BUSINESS. The business of WTCA shall be transacted by a quorum, provided that in no case shall a quorum consist of less than seven (7) members.

SECTION VIII. ORDER OF BUSINESS. Business meetings shall proceed as follows:

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A) Calling of Meeting to Order	F) Committees Report
B) Invocation	G) Concerns of Members
C) Reading of Minutes	H) Announcements
D) Treasurer Report	I) Adjournment
E) Secretary Report	

ARTICLE III – OFFICERS

SECTION I. ELECTION OF OFFICERS. Election shall be held at the first meeting in December of even numbered years by secret ballot. A plurality vote shall be required by a candidate for election. Candidates shall be nominated by a nominating committee composed of seven members, which shall be elected by the body. Such nomination shall not preclude nominations from the floor. Each successful candidate assumes office on the first day of the month following the month during which he/she/they was elected. Installation of officers shall take place before the first regular meeting in January. Dates and time are flexible. The even numbered year period remains the same.

SECTION II. OFFICERS. The affairs of WTCA shall be managed by the Board of five (5) officers who must be residents and paid members of WTCA. The elected officers of WTCA shall be President, Vice President, Secretary, Parliamentarian, and Treasurer.

SECTION III. TENURE OF OFFICE. The members shall elect each officer for the term of two (2) years. The tenure of offices for all elected officers shall not exceed three (3) terms or six (6) years in the same office. Elected officers shall hold offices for the aforementioned period or until their successors shall have taken office.

SECTION IV. FILLING VACANCIES AND SERVING OUT UNEXPIRED TERMS. Any officer may be removed from the Board, with cause, by the Executive Committee. Upon the failure of any duly elected office to attend three (3) consecutive regular meetings of the body (except for illness or a legitimate excuse), the President shall declare such office vacant. Offices left vacant due to resignations, deaths, illnesses, incapacity, removal, etc. may be filled by appointment. Such appointment shall be submitted by the President and approved by the Executive Committee and shall serve for the unexpired term of his/her/they predecessor.

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SECTION V. COMPENSATION. No officer shall receive compensation for any service he/she/they may render to WTCA; provided, however, any officer may be reimbursed his/her/they actual expenses incurred in the performance of his/her/they duties.

ARTICLE IV – OFFICERS AND THEIR DUTIES

SECTION I. ENUMERATION OF OFFICES. The offices of WTCA shall be a President, who shall be at all times a member of the Board; a Vice President, Secretary, Parliamentarian, and Treasurer and such other officers as the Board may from time to time by resolution create.

SECTION II. AUTHORITY TO SIGN CHECKS. The Treasury of WTCA shall have primary authority to bank accounts and signing of WTCA checks with secondary authority of the President of WTCA.

SECTION III. DUTIES. The duties of the officers of WTCA are as follows:

PRESIDENT

The principle office of this organization shall be the office of the President of WTCA. The President is the executive head of WTCA. He/She/They shall preside over all regular and special meetings of such body and shall exercise general supervision over all officers and members of the said body. It shall further be their duty to see that they perform their duties as herein prescribed.

The President shall affix their signatures to documents, vouchers for payments of funds, orders and correspondence requiring same. He/She/They shall be empowered to appoint all committees, with the approval of the general body, exception being the hereinafter described and established Government Relations Committee and all committees having to do with the conduct of the President's office. In the latter cases, the Executive Committee shall make such appointments. The President is ex-officio member of all committees with the exception of the Nominating Committee and the Government Relations Committee.

VICE PRESIDENT

The Vice-President shall assist the President in maintaining order and perform all duties of the President in their absence or when called to preside by the President.

SECRETARY

The Secretary shall keep all records of WTCA proceedings, filing same for future reference. In addition, it shall be the Secretary's duty to keep account of membership lists,

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attendance records, and other records of WTCA that may be accumulated from time to time as well as attend to all incoming and out-going correspondences; also, a copy of the Constitution should be on hand for every business meeting.

Furthermore, the duties of the Secretary shall be as follows: To send notices to all official delegates relative to all meetings - called or regular and conduct all correspondence by their office.

TREASURER

He/She/They shall receive all monies paid into WTCA, giving a receipt to the Secretary for the same and he/she/they shall deposit all monies within seventy two (72) hours from the hour of receipt. It shall be their further duty to issue checks drawn in the name of WTCA to maintain proper check stubs and records, duplicate deposit slips, copies of vouchers and canceled checks and bank statements. At each regular meeting of the month, the Treasurer shall have all financial books available for inspection by any member of WTCA. He/She/They shall keep account of all monies received by the WTCA, Further, he/she/they should make a monthly financial report in the business meeting covering income and expenditures and should submit a copy of this report, including the names of members added to the rolls since the last meeting, to the Secretary.

PARLIAMENTARIAN

This officer shall interpret laws pertaining to procedure and assist the President in questions connected therewith. He/She/They shall be appointed by the President. Also, this office shall be responsible for the maintenance of order at all meetings. At the request of the President, he/she/they may act as a doorman or innerguard during meetings. He/She/They shall assist the President with general and routine duties.

ARTICLE V – MEETINGS OF OFFICERS

SECTION I. REGULAR MEETINGS. Regular meetings of the Board of WTCA Offices shall be held at least monthly, at such place and hour as may be fixed from time to time by resolution of the Board.

SECTION III. SPECIAL MEETINGS. Special meetings of the Board of WTCA Officers shall be held when called by the President of WTCA or by any officer after not less than three (3) days' notice to each officer, which such notice may be waived at or prior to such meeting.

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SECTION IV. ACTION WITHOUT A MEETING. Any action which may be required or permitted to be taken at a meeting of the Board of WTCA Officers may be taken without a meeting if a consent in writing, setting forth the action so taken is signed by all the members of the Board. Such consent shall be placed in the minutes of WTCA. Any action so approved shall have the same effect as though taken at a meeting of the Board of WTCA Officers.

ARTICLE VI – EXECUTIVE COMMITTEE

WTCA shall have an executive committee composed of the President, Secretary, Treasurer and past President. This committee shall make decisions on emergency matters between Board meetings. Such decisions shall be subjected to approval of the body. The primary function of the Executive Committee shall be to set policies, to evaluate projects, and to act on behalf of the WTCA in-between meetings. The Executive Committee shall meet once a month, at a date prior to the general meeting of the WTCA, special meetings may be called by the President or by three (3) members of the Executive Committee.

ARTICLE VII – STANDING COMMITTEES

All Standing Committee are lead by a chairperson appointed by the President or Vice President in their absence. The chairperson shall, in turn, appoint at least two (2) additional members.

PUBLIC RELATIONS (PR) COMMITTEE

This committee shall consist of a general liaison active in community affairs. This committee shall plan and execute the publicity and public information programs of WTCA. It shall maintain close liaisons with other organizations with interest similar to those of WTCA.

GOVERNMENT RELATIONS COMMITTEE

It shall be the function of this committee to study all candidates, issues, proposals, etc., and to interrogate at the discretion of the members of the committee, candidates on public issues. It shall be the duty of this committee to study all candidates, issues, proposals, etc., to be recommended for consideration. A two-third (2/3) majority vote of members present is necessary for the consideration of any candidate, issue, proposal, etc.

VOTER REGISTRATION COMMITTEE

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This committee shall encourage intelligent, alert, and responsible participation in the political structure of our country. It shall provide citizens with (a) a broad understanding and respect of democratic ideas; (b) instruction in techniques used in securing first class citizenship; and (c) instruction in the obligations of first class citizenship.

COMMUNITY DEVELOPMENT COMMITTEE

The Community Development Committee shall engage in promoting and planning for better community organization. Community Development shall be achieved through (a) assistance in determining of community needs (b) assistance in community planning to eliminate needs; (c) instructions with neighborhood groups in the organization of neighborhood clubs.

ECONOMIC RESOURCES COMMITTEE

This committee shall (a) encourage fair practice in existing areas of employment for minority groups, and (b) attempt to open up places of employment for all citizens handicapped by race, creed, or color. It shall give its primary job-opening attention to tax-supported institutions and to private businesses where patronage of such businesses is significantly extended by minorities. This committee shall also instruct the citizenry as to how to wisely utilize its financial resources.

FUND RAISING COMMITTEE

This committee shall be responsible for raising necessary funds for the proper operations of WTCA provided that fund raising activities shall first be approved by the general body of WTCA.

BUDGET AND FINANCIAL COMMITTEE

This committee shall conduct a thorough study of the financial requirements of WTCA. It shall recommend to the Executive Committee the manner in which such funds should be allotted by the various committees. This committee shall meet and hear requests from the various committees of WTCA as to its budgetary needs, and it shall make recommendations to the Executive Committee as to any changes in committee allotments. The committee shall make a quarterly report to WTCA of WTCA's financial condition and shall audit the books at least once a year.

MEMBERSHIP COMMITTEE

This committee shall receive and study all applications for membership. The said committee shall make its recommendations to the Executive Committee for proper action

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by the body. It shall furthermore be the responsibility of this committee to actively, aggressively, and regularly recruit, retain, and build its membership base.

SPECIAL COMMITTEE

Special Committees shall be established as the need arises. Chairpersons of these committees shall be appointed by the President or the Vice President in their absence. Committee members shall be appointed by the committee chairperson.

– END OF BYLAWS –