

**Bylaws of the  
United Neighborhood Coalition, Inc.**

**ARTICLE I**

**Name**

1:01 The Name of the Organization is the United Neighborhood Coalition, Inc. (hereinafter referred to as the UNC).

**ARTICLE II**

**Purpose and Mission**

2:01 The purpose of the UNC is to promote the civic and social welfare and interests of residents of the District of Columbia and especially within the boundaries described in Article III.

2:02 Said interests shall include, but not be limited to, the following:

1. Preserving and enhancing the quality of life in, and economic health of, the District of Columbia, and especially the area within said boundaries, including through preservation of nearby environmental and historic assets;
2. Carrying out charitable and educational activities consistent with other objectives of the UNC as set forth herein including through supporting the Park View Park and Recreation Center by advocating, fundraising, maintaining, and assisting in the planning process for the Park View Park and Recreation Center.
3. Presenting to government, public, private, and other organizations, the views of its members and the community;
4. Engaging in any lawful activity and taking legal action to protect and advance the purposes and goals of the organization, as herein defined.

**ARTICLE III**

**Boundaries**

3:01 The boundaries of the area encompassed by the UNC are as follows: The northern edge of the boundary runs along y the north side of Quincy Street, and the western edge along the west side of Park Place/Fifth Street. On the east, the UNC boundary runs along the east side of Georgia Avenue between Quincy Street and Rock Creek Church Road, at which point it turns southwest to run along the east side of New Hampshire Avenue between Rock Creek Church Road and Park Road. The southern boundary of the UNC runs along the south side of Park Road between New Hampshire Avenue and Georgia Avenue, then north briefly along the east side of Georgia Avenue between Newton Street and Park Road, thereafter turning east again along both sides of Newton Street (including the 3500 b/o Sixth Street) between Georgia Avenue and Warder Street; thence south on the west side of Warder to Park Road; thence east on the south side of Park Road to Park Place. A map of the boundary has been included in an appendix.

Properties on the designated sides of the aforementioned streets are included in the boundaries. The boundaries may be modified in future by a majority vote of the membership.

## **ARTICLE IV**

### **Membership and Dues**

- 4:01 Any person who subscribes to the UNC's purposes and goals as described in Article II, and as hereinafter defined, is eligible for membership in the UNC upon submission of a membership application, as may be established as hereinafter provided. A Person is defined as:
- A. any individual who:
    - 1. is 18 years of age or older, and
    - 2. resides within the boundaries of the UNC, or
    - 3. owns property within the boundaries of the UNC, or
  - B. any business, organization, corporation, or partnership that:
    - 1. owns property within the boundaries of the UNC, or
    - 2. operates an establishment within the boundaries of the UNC.
- 4:02 Businesses, organizations, corporations or partnerships as described herein, including any affiliates thereof or related parties thereto, shall be permitted no more than one voting representative.
- 4:03 Any such Person who shall have completed a membership form and paid or waived dues for the current calendar year shall be a member of the UNC. Every member is entitled to vote, hold office and participate in all activities of the UNC, provided however that in order to vote, he shall have been a member for 20 days preceding the meeting at which the vote be taken. When a member speaks on an issue in which he has a financial or business interest, he shall so declare.
- 4:04 Annual membership dues may be established from time to time by the membership at a regular meeting of the UNC. A change in dues shall become effective on the first of the month following the next regular meeting.

## **ARTICLE V**

### **Meetings**

- 5:01 The control of the affairs of the UNC shall be vested in the membership in regular or special meetings, except that the President may, with the approval of the Board of Directors, act on behalf of the UNC when issues arise that require immediate response on the part of the UNC such that the members cannot be consulted at a regular meeting.
- 5:02 The regular meeting of the UNC shall be held each month in accordance with the schedule established by the UNC board of directors and provided in the monthly newsletter. The time and place of each meeting shall be announced in the UNC newsletter. Except as provided in Section

14:02, a quorum for a regular meeting shall be the lesser of 10 Members or 70% of the average attendance of members of the previous three regular meetings of the UNC. Quorum for a special meeting shall be the lesser of 15 members or 100% of the average attendance of members of the previous three regular meetings of the UNC. No proxies are allowed for any purpose.

5:03 A special meeting of the UNC shall be held whenever the President or the Board of Directors determines that the interests of the UNC so require. The President shall also call a special meeting at the written request of 15 Members of the UNC. Written notice of the time and place and of the business to be transacted shall be provided to each member's household at least one week before the meeting. No other business may be transacted at the meeting.

## **ARTICLE VI**

### **Officers**

6:01 The elected officers of the UNC shall be a president, a vice president, a secretary, and a treasurer. The terms of office are one year; specifically, officers shall serve from January 1 of the year following the date of election to December 31.

6:02 In the case of a vacancy in the office of vice president, secretary, or treasurer, the president may appoint a member to act in the capacity until the position is filled. See Section 8:05 for rules governing special elections for vacant offices.

6:03 If the president is absent or unable to act, his/her duties shall be performed by the person highest on the following list who is present and able to act:

1. the vice president;
2. the treasurer;
3. the secretary.

6:04 The president shall:

1. preside at the regular and special meetings of the UNC;
2. preside at the meetings of the Board of Directors;
3. keep the files of the UNC;
4. perform the other normal duties of a president; and
5. perform such other duties as the membership may prescribe.

6:05 The vice president shall:

1. assist the president in the performance of his/her duties
2. perform the other normal duties of a vice president; and
3. perform such other duties as the membership may prescribe.

6:06 The secretary shall:

1. keep the minutes of each meeting of the UNC;
  2. provide the minutes of the previous regular meeting and any subsequent special meetings to the Board of Advisers in a sufficiently timely manner such that the Board is able to approve such minutes prior to the subsequent regular meeting of the UNC, and make available for members' review at each regular UNC meeting the minutes of the previous regular UNC meeting (and special meeting, if such a meeting had been held since the previous regular meeting).
  3. keep the minutes of each meeting of the Board of Directors;
  4. provide the president with a copy of the minutes of each meeting of the UNC and of the Board of Directors for the permanent files;
  5. keep the official text of these Bylaws, and make available a copy at each meeting of the UNC and at each meeting of the Board of Directors;
  6. perform the other normal duties of a secretary; and
  7. perform such other duties as the membership may prescribe.
- 6:07 The treasurer shall maintain custody of the funds of the UNC, and he/she shall:
1. deposit such funds in a financial institution approved by the Board of Directors;
  2. maintain records of all transactions involving UNC funds;
  3. provide a financial report on a monthly basis for the Board of Directors;
  4. perform the other normal duties of a treasurer, and
  5. perform such other duties as the membership may prescribe.
- 6:08 The duties of publishing the UNC's newsletter, corresponding on behalf of the UNC, maintaining a list of members of the UNC, and periodically conducting membership drives (or similar activities to encourage membership) within the boundaries of the UNC shall not be assigned by these bylaws to a particular officer or committee at this time but may, instead, be assigned (and reassigned) as deemed appropriate by the Board of Directors. If there is disagreement about the proper assignment of one of these duties, that issue shall be put to a membership vote at the next regular meeting of the UNC.
- 6:09 Copies of all printed correspondence, both incoming and outgoing, must be passed along in a timely manner to the president, who shall maintain a complete file of these.
- 6:10 All outgoing printed correspondence on behalf of the UNC must be approved in advance by the president or vice president. Social media posts will be managed as prescribed by the Board of Directors.
- 6:11 All officers share a responsibility to draft an annual budget, to be presented to the Board of Directors for review and approval. The officers shall prepare a budget report on a quarterly basis to update the Board of Directors.

## **ARTICLE VII**

### **Board of Directors**

- 7:01 The Board of Directors shall be composed of the officers of the UNC and four members elected at-large. The president shall be the chairman of the Board, but shall be a nonvoting member except in the case of a tie. The term of office for at-large members of the Board of Directors shall be the same as that for the officers as provided in Section 6:01.
- 7:02 The Board of Directors shall meet, following due notice, at least quarterly upon the call of the President, or upon the submission of a written request to the president by three members of the Board. Four members constitute a quorum of the Board, with the exception of action to approve the annual budget, which shall require a specific quorum of six.
- 7:03 The functions of the Board of Directors are as follows:
1. to approve the president's appointments for committee chairmanships;
  2. to obligate the funds of the UNC in accordance with the general purposes of the UNC, the strategic plan , or an annual budget approved by the Membership;
  3. to develop a strategic plan, with input from the general membership, which will establish short and long-term goals for the organization in keeping with the purpose and mission;
  4. recommend procedures for the maintenance of records and accounts, receipt and expenditure of funds, levying of dues and periodic reporting to the membership;
  5. provide advice and counsel to the officers on matters affecting the UNC; and
  6. perform such other duties as the membership may prescribe.

## **ARTICLE VIII**

### **Elections**

- 8:01 Election for the officers and members of the Board of Directors shall be held each year at the regular November meeting of the UNC. Nominations for any position may be made from the floor at the October meeting. All candidates for positions as officers or on the Board of Directors must be members in good standing.
- 8:02 A written announcement listing the candidates shall be included in the November newsletter, which shall be distributed (as delineated in Article XI) at least two days prior to the regular November meeting.
- 8:03 The elections for officers and Directors shall be conducted as follows:
1. A vote shall be taken by secret ballot for the position of president. If no candidate receives a majority of those present and voting, a run-off election shall be held between the two leading candidates.
  2. In addition to those members nominated for vice president at the October meeting, each losing candidate for president shall automatically be a nominee for vice president, unless he/she indicates an unwillingness to serve.

3. After an announcement of the list of candidates, a vote shall be taken by secret ballot for the positions of vice president, secretary, and treasurer. If no candidate receives a clear majority of the votes for any of these positions, a runoff election shall be held between the two leading candidates for any such position.
  4. The election of the at-large members of the Board of Directors shall follow the election of all the officers.
  5. For the election of the Board of Directors, each member may cast four votes, but no member may cast more than one vote for a particular nominee. The vote shall be taken by secret ballot; the four nominees receiving the most votes shall be elected at-large members of the Board of Directors.
  6. If there be but one candidate for any office or vacancy, the president shall declare him/her elected by acclamation. The exception to this shall be if a motion is made to declare said candidate unsuited for the office and a majority then votes in agreement with said motion.
- 8:04 Tellers to count the ballots and certify the election at the November meeting shall be chosen pursuant to Robert's Rules of Order.
- 8:05 When a vacancy occurs in an office of the UNC, or on the Board of Directors, the president shall cause a notice of the vacancy to be published in the newsletter, and a special election shall be held at the next regular meeting following such notice. If the President is advised of the vacancy in sufficient time to do so, he/she shall cause a notice of the vacancy to be inserted in the newsletter. Nominations shall be received from the floor, except that no member shall be nominated who does not consent to serve. Election shall be by majority vote; if no candidate receives a majority, a run-off election shall be held between the two leading candidates.

## **ARTICLE IX**

### **Committees**

9:01 The standing committees of the UNC are as follows:

1. The Public and Recreational Spaces Committee shall take appropriate actions to enhance the public environment of the neighborhood and surrounding areas, in keeping with the UNC's goals. Such actions may include the formation of partnerships with the city's Department of Parks and Recreation, other city or federal agencies, or other community organizations to enhance city parks and recreational facilities and other public spaces.
2. The Youth Committee shall plan and implement events and activities to enhance the education and welfare of the youth in the neighborhood and nearby areas, as deemed appropriate by the Board.
3. The Elderly Committee shall plan and implement events and activities to enhance the welfare of the elderly in the neighborhood and nearby areas, as deemed appropriate by the Board.
4. The Membership and Fundraising Committee shall strive to take appropriate actions to encourage residents to become involved in the UNC and to raise funds for the UNC's mission and objectives.
5. The Standards and Compliance Committee shall strive to ensure that the city's various legal

and regulatory standards are both known to the community and are met regarding safety, cleanliness and sanitary conditions, and good order within the neighborhood.

- 9:02 Each of the standing committees shall consist of at least one member of the UNC. They shall be appointed annually by the President with the approval of the Board of Directors. If no member is willing to serve on a particular committee during a certain time period, one of the UNC officers may fulfill the functions of the committee for that time period.
- 9:03 The duties of each committee shall be specifically defined by the instructions they shall receive from time to time from the UNC or the Board of Directors.
- 9:04 The UNC or the Board of Directors may, at any meeting, appoint other Standing Committees.
- 9:05 Special committees may be appointed from time to time by the UNC or the President. Duties and period of service of each special committee may be specifically defined by the Board of Directors. The period of service of each special committee shall terminate at the end of each calendar year, unless renewed or previously terminated by the Board of Directors.

## **ARTICLE X**

### **UNC Funds**

- 10:01 The fiscal year of the UNC shall be the calendar year.
- 10:02 Each year the Board of Directors shall ensure the compilation of the UNC's financial records and accounts and the preparation of any necessary tax returns in a timely manner. The compilation shall be presented to the membership not later than the third regularly scheduled meeting of the fiscal year.
- 10:03 The funds of the UNC may be disbursed on authorization of the Board of Directors, according to the budget approved by the Board. Disbursement of funds shall also be governed by a financial-procedures memorandum, if such a document is created. The Treasurer and the President will authorize, by written and signed documentation, payment of invoices and expenses; however, in case of extended absence of those persons, the Board may assign this responsibility to another Board member.
- 10:04 Funds will be used only for the operation of UNC and its adopted programs. Funds will not be used to pay UNC salaries to members or officers, or for services rendered by members or officers to UNC. The exception to this rule shall be payment, when approved by vote at a UNC meeting, of a market-rate fee for professional services rendered by a member. In such a case: 1) the member to be paid by UNC for performance of a professional service must be in the regular business of performing such professional services for other clients; and 2) the rate to be paid by the UNC must be no higher than the rates paid by other clients in arms-length transactions.
- 10:05 The Board may choose at a future date to contract with an accountant, to whom above-mentioned duties may be assigned, including compilation of records and accounts, preparation of tax returns, and signing of checks for invoices approved by the President or the Treasurer, except as stated above.

## **ARTICLE XI**

### **Newsletter**

11:01 The UNC newsletter shall be distributed monthly to all members' homes within the boundaries described in Article III, as well as to other residences and establishments in the neighborhood as deemed appropriate by the Board of Directors.

## **ARTICLE XII**

### **Conduct of the Meetings**

12:01 Apart from the specific regulations laid out in these Bylaws, the meetings of the UNC and of the Board of Directors will be governed by Robert's Rules of Order.

## **ARTICLE XIII**

### **Replacement of Officers and Directors**

13:01 Any officer or director other than the president may resign by submitting a letter of resignation to the president of the UNC. The president may resign by submitting his resignation to the Board of Directors.

13:02 The UNC may by a three-fourths vote of members present and voting, relieve any officer, member of the Board of Directors or committee chairperson of his/her duties for failure to attend three consecutive meetings of the general membership, or in the case of officers or members of the Board of Directors, meetings of the Board of Directors, or for other due cause, if a motion for such relief of duties is made and seconded at the next regularly scheduled meeting.

## **ARTICLE XIV**

### **Amendments**

14:01 Any member may propose an amendment to these Bylaws at any regular meeting of the UNC. If such an amendment is endorsed by at least three other members and twice seconded, then the specific language of the proposed amendment shall be placed in the next monthly edition of the newsletter and shall be voted on at the next regular meeting of the UNC.

14:02 For an amendment of the Bylaws to be adopted, a specific quorum of members must be present, namely the attendance of members must be at least 70% of the average attendance of members of the previous three regular meetings of the UNC.



# Appendix: Boundary Map

