

By-laws of the Greater Bustleton Civic League
October, 2013

Article 1. Preamble

Section A.

This organization shall be known as the GREATER BUSTLETON CIVIC LEAGUE, INC., henceforth referred to as the League.

Section B.

The fiscal and the membership year shall run from January 1 until December 31.

Section C.

The area of the City of Philadelphia known as BUSTLETON shall constitute the following boundaries:

North: Red Lion Road

East: Roosevelt Boulevard

South: Pennypack Park

West: Pine Road

1. Where another civic organization has been set up within these boundaries, this League shall deem said organization to be self-subsisting and autonomous, and shall not interfere with the operation of said organization. However, if the other organization requests aid or if an adverse and/or harmful situation develops or if a majority of League members request action, the League will be bound to take action to insure the best interests of the League. The League shall then notify said organization of such a situation and/or take independent action on behalf of the Bustleton community.

Section D.

The policies of the League shall be non-commercial, non-sectarian, and non-partisan.

Article 2. Purpose

Section A.

The League is to act as a voice for the Bustleton community, through its members, to advocate for policies and processes that better the community, proactively working to preserve the quality of life for residents, businesses, and students who inhabit Bustleton; the residential nature of neighborhoods;

and the peaceful enjoyment of their homes and neighborhoods. The League is formed for the purpose of, and as a means of, discussion of the concerns of the members with reference to:

1. Proper zoning
2. Adherence to building codes and restrictions
3. Adequate school and recreational facilities
4. Good transportation
5. Instruction to the community in matters pertaining to their benefits as City, State, and Federal taxpayers
6. All other matters pertaining to the community's health and to civic welfare.

Section B.

This League may be a member of any organization that will further such interests.

Article 3. Membership

Section A.

Any person, 18 years of age or older, may become a member of this organization upon payment of the necessary dues.

1. A full voting member must be a resident of Bustleton as defined in 1.C., must pay full membership fees, and must be current in such payment.
 - a. Individuals eligible to vote include residents and their families who live in zip 19115 and were paid members as of the previous meeting.
2. An associate member may be a non-resident who shows a sincere interest in the future of the community and must pay associate membership fees.
 - a. Associate members have no voting rights.
3. A business member is a business owner or manager of a business contained within the defined Bustleton area. Business membership is conferred upon any such applicant upon payment of dues.
 - a. A business member who is a resident of Bustleton will also be carried on the full-voting member list.
 - b. Business members who are not residents of Bustleton have no voting rights.
 - c. Business members who are not residents of Bustleton may not run for elective office but may serve on committees.
 - d. Business members may otherwise participate in all League activities including discussion and motion making and seconding.

Section B.

The annual dues shall be set by the Executive Board, henceforth known as the Board.

1. Dues shall cover the period coincident with the fiscal year noted in 1.B.

- a. Dues that are paid by new members within the last four months of the fiscal year (i.e., September, October, November, and December) shall be deemed to cover that fiscal year and the following fiscal year.
 - i. This does not apply to renewal of membership by current members.
2. Should any member terminate membership, no refund of dues shall be made.

Article 4. Meetings

Section A.

There shall be at least six (6) General meetings during the fiscal year.

Section B.

Special meetings of either the general membership or the Board may be called by the President at such time as s/he may deem best, or they may be called at the request of five (5) full voting members who shall signify their request in written form, addressed to the President and the Corresponding Secretary.

1. All special meetings shall be held only after three (3) days notification has been given to the membership as to the questions to be considered and the time and place of the meeting.
2. Special meetings shall be held at such place as may be designated by the President or by the five (5) members referred to in section 4.B.
3. Upon receipt of a letter from five (5) members requesting a special meeting or upon his/her decision to call a special meeting, the President will notify the Corresponding Secretary of the arrangements for such a special meeting.
4. Upon notice from the President, the Corresponding Secretary will notify either the full membership or the Board, as appropriate, of the date, place, time, and topic.

Section C.

The Board shall meet once a month from September through May.

1. At a Board meeting, a quorum shall consist of five (5) members and the President (or the Vice President acting in place of the President).
2. The President shall cast a vote only to break a tie among the Board.
3. Prior to adjournment, a date for the next Board meeting shall be established.

Section D.

Agenda of general meetings:

1. Meetings will be called to order by the President who will restate the agenda for the meeting.
2. Minutes of the preceding general meeting will be read by the Recording Secretary, amended if necessary, and approved by the membership.

3. The Treasurer will present a statement of finances, answer questions regarding the statement. The statement will be approved by the membership.
4. The Corresponding Secretary will summarize all incoming and outgoing correspondence.
5. {If there is a guest speaker} New and old business and other committee reports will be presented after the guest speaker has concluded his/her presentation.
6. Any committee reports will be presented at this time.
7. Old business will follow committee reports
8. New business will be introduced last.
9. The President shall have the discretion to modify the agenda based upon the need of the body.

Section E.

Conduct of meeting:

1. The President will recognize speakers, in turn, from the floor, and will keep order at the meeting.
2. The President will recognize motions from the floor to table discussion,
 - a. Such motions must be seconded and are subject to no more than five minutes discussion prior to a vote by the membership.
 - b. Such motions must specify the disposition if the tabled topic (to Executive Board, to committee, to next general meeting...)
 - c. Once a motion to table has been approved, further discussion is out of order. The President will cease to acknowledge further out of order discussion. Continued disruption will be cause for ejection from the meeting.
3. Motions to limit the time of individual speakers or the total time for discussion must be seconded and approved by the membership.
4. The President may summarily eject any attendee who displays rude or disruptive behavior.
5. Voting is limited to those members as defined in 3.A.1.a unless the Board members present vote to suspend such requirements for a particular issue.
6. Unless stated otherwise, a majority vote is defined as sufficient to carry any motion.
7. In case of a tie, the President will cast the deciding ballot.

Section F.

Conflict of interest:

1. It is assumed that any members in good standing will refrain from voting on any issue in which they have a conflict of interest in accordance with 10.B.
2. Challenges to a vote based upon conflict of interest will be adjudicated in closed session by the Board.
3. Challenged votes will not be acted upon until the Board issues its decision.

Article 5. Elected officers

Section A.

The elected officers shall be as follows:

1. President
2. Vice-President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer

Section B.

All officers shall be American citizens, at least eighteen (18) years of age, and members in good standing in the League as defined in 3.A.1.

Section C.

The term of office shall be one (1) year. All officers shall assume duties of their respective offices in the month of June.

Section D.

Vacancies:

1. Except for the Presidency, in the event of any vacancy in office between annual elections, the said vacancy shall be filled by Presidential appointment, with the approval of the Board.
2. In the case of the vacancy of the office of President, the Vice-President shall assume the Presidency, thus making the Vice-Presidency the vacant office.

Section E.

The President shall:

1. Preside over all meetings of the League and the Board.
2. Appoint the Chairmen of all Committees except the Nominating and Auditing Committees by the date of the September general meeting.
3. Appoint the members of the Nominating Committee by no later than the March general meeting.
4. Appoint the members of the Auditing Committee by no later than the September general meeting.
5. At the general meeting following the annual election, appoint a Delegate to any organization that shall warrant the League's participation.
 - a. Said Delegate shall act at such meetings on the League's behalf and shall report to the League the proceedings of said organization.

- b. Said Delegate shall not have the authority to bind the league unless so authorized by that body.
6. May authorize expenditures not to exceed twenty-five dollars (\$25).
 - a. Any amount in excess of twenty-five dollars (\$25), but not exceeding one-hundred dollars (\$100), must be authorized by the Board.
 - b. Any amount in excess of one-hundred dollars (\$100) must be approved by the general membership.
 - c. All expenditures must be countersigned by the Recording Secretary.
7. Will be an ex-officio member of all committees except Nominating and Auditing.
8. Will only vote in case of a tie to cast the deciding ballot.
9. Will have the right to invoke a secret ballot.

Section F.

The Vice-President shall:

1. Preside over all meetings of the League and the Board in the absence of the President.
2. Assist the President in the discharge of the duties of office.
3. Chair the Membership Committee.
4. Cooperate with the Auditing Committee in its proceedings.

Section G.

The Recording Secretary shall:

1. Keep correct minutes of all meetings, general and Board, and present them at the proper time.
2. Give a copy of the minutes to the President.
3. Countersign, with the President, all orders to the Treasury.
4. Take roll of the Board at all general and Board meetings.

Section H.

The Corresponding Secretary shall:

1. Notify all Board members of all Board meetings.
2. Conduct such correspondence as directed by the President.
3. Notify membership or Board of special meetings as per 4.B.4.
4. Chair the Publicity and program committee.

Section I.

The Treasurer shall:

1. Receive and keep and accurate account of all monies paid and due the League and deposit the same in the name of the League in a named bank or banks.

- a. Such deposits must be made within two (2) weeks of receipt.
 - b. The source of monies shall be noted, i.e., "membership," contribution," "refund," "grant."
2. Pay all draft drawn by the President and countersigned by the Recording Secretary.
3. Keep detailed accounts of all financial activities.
4. Present a statement of finances at each meeting.
5. Co-sign, with the President, all checks drawn on the Treasury.
6. Cooperate with the Auditing Committee in its proceedings.
 - a. The books shall be audited at least once a year, at the end of the fiscal year, by the Auditing Committee.
 - b. The League shall bear the expense of a bond or security for the Treasurer for a minimum balanced of one-hundred dollars (\$100) to a maximum balance of one-thousand dollars (\$1000).

Article 6. Executive Board

Section A.

The Board shall consist of:

1. President
2. Vice-President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer
6. Chairman of the Zoning Committee
7. Chairman of Community Safety Committee
8. Chairman of the Health, Education, and Recreation (HER) Committee
9. Chairmen of any additional standing committees that shall be created by the President
10. Past-presidents of the League
11. The League attorney

Section B.

It shall be the duty of the Board to:

1. Recommend policy for the good of the League
2. Conduct all of the operation of the business of the League with the same force and interest as the entire membership.
3. Conduct all of the business of the League between its general meetings.
4. Hear all charges and complaints and make its findings and recommendations known to the League.
5. Authorize any expenditure in excess of twenty-five dollars (\$25), but not exceeding one-hundred dollars (\$100), in accordance with 5.E.6.a.

6. Attend to all other business for which no provision heretofore has been made.

Section C.

Removal from office

1. Any Board member may be removed from office for cause.
 - a. Such cause must be presented to the League in the form of a petition signed by at least five (5) members in good standing stating the nature of the complaint.
 - b. Discussion of the complaint will involve only members in good standing.
 - c. At the end of the discussion, the petition will be tabled until the next general meeting.
 - d. The members will vote on the complaint to retain or remove the officer at the next general meeting.
 - e. The vote to remove must achieve a two-thirds majority to pass.
 - f. The vote is effective immediately.
 - g. The President will immediately fill such vacancies in accord with 5.D.1.
2. Any Board member who does not attend three (3) successive meetings without accepted legitimate reason shall be dropped and replaced.
 - a. The removal must be approved by the Board.
 - b. The replacement shall be made in accordance with 5.D.1.

Article 7. Standing Committees and their duties

Section A.

Membership

1. Chairman: Vice-President.
2. Shall conduct campaigns for membership.
3. Shall print and distribute membership cards, duly signed by the President and Vice-President.
4. Shall maintain an up-to-date list of all members and their addresses.
5. Shall turn over all monies received to the Treasurer within two (2) weeks of receipt.

Section B.

Publicity and programs

1. Chairman: Corresponding Secretary.
2. Shall publicize the activities of the League; work on posters, special notices, and inform the public of the League's activities.
3. Shall arrange for interesting and enlightening programs, with the approval of the President, for the General Membership meetings.

Section C.

Zoning

1. Chairman: appointed by the President.
2. Shall see that the League is an annual member of the Citizen's Council on City Planning and any other organization beneficial to our members.
3. Shall represent the interests of the Bustleton area before City Council, the Zoning Board of Adjustment, the Court of Common Pleas, and the Planning Commission.

Section D.

Community safety

1. Chairman: appointed by the President.
2. Shall coordinate contacts with the Police, Fire, and other City officials regarding safety in the community.
3. Areas of special interest shall include:
 - a. Traffic laws (especially school crossings and dangerous intersections)
 - b. Adequate street lighting
 - c. Good streets

Section E.

Health, Education, and Recreation (HER)

1. Chairman: appointed by the President.
2. Shall report to the proper authorities such adverse situations as would affect the health of the citizens of the Bustleton area.
3. Shall promote programs or campaigns that would make the area of Bustleton a more healthy community.
4. Shall act as a liaison officer between the Principals of schools and Presidents of Home and School Associations in the Bustleton area and should offer the cooperation of the League in dealing with common problems that may arise.
5. Shall promote more and better recreational facilities for the Bustleton community.
6. Shall attend any meetings of any other organizations whose meetings deal with recreational facilities in the Northeast.

Section F.

Additional committees

1. Shall be created as the need arises with the approval of the Board.
2. Chairmen shall be appointed by the President in accordance with 5.E.2.
3. Chairmen shall be members of the Board in accordance with 6.A.9.

Article 8. Special committees

Section A.

Special committees shall be created by the President and members appointed by the President with the approval of the Board.

Section B.

Auditing committee

1. Shall audit the League's financial books in their entirety and report its findings by the first meeting of the fiscal year.
2. Shall oversee any transition from one treasurer to another.
3. Shall audit the League's financial books in the entirety and report its findings upon the request of the Board or a petition by five members in good standing to the President.
4. Shall consist of three (3) members appointed by the President in accordance with 5.E.4.
5. Shall elect its own chairman.
6. Shall serve from the September general meeting until the next September general meeting.
7. Neither the President, the Vice-President, the Treasurer, or the Recording Secretary shall be appointed to the Committee.

Section C.

Nominating Committee

1. Shall consist of at least three (3) members.
2. Membership is restricted to those NOT seeking elected office.
3. Shall elect its own chairman.
4. Shall conduct the nominations and election in accordance with Article 9.
5. The Nominating Committee shall certify to the Recording Secretary the results of the election.

Section D.

Additional committees

1. Shall be created as the need arises with the approval of the Board. Special committees shall generally be investigative or legislative in nature.
2. Chairmen shall be appointed by the President in accordance with 5.E.2.
3. Chairmen shall NOT be members of the Board.

Article 9. Nomination, election, and voting

Section A.

Nomination

1. The Nominating Committee shall present a slate at the April general membership meeting.
 - a. Nominees must be members in good standing in accordance with 3.A.1.a for at least one year prior to nomination and have attended at least two general meetings in the prior year.
 - b. The slate will consist of at least one name for each elective office.
 - c. Additional nominations must be made from the floor at the April meeting.
 - d. All such nominations must be made and seconded by a voting member other than the proposed candidate.
 - e. All nominees must be present to accept nomination or have indicated consent in writing.
 - f. Nominations shall be closed at the April meeting.

Section B.

Election and voting

1. The Nominating Committee shall conduct the election at the May general membership meeting.
 - a. All members in good standing shall be eligible to vote in accord with 3.A.1.a.
 - b. If a position is uncontested, it may be certified by acclamation.
 - c. All contested positions will be placed upon a paper ballot to be distributed by the Nominating committee only to those members specified in 9.B.1.a and present at the May meeting.
 - d. Write-in votes will not be counted.
 - e. Absentee votes will not be permitted.
 - f. Proxy votes will not be permitted.
2. Those nominees receiving a plurality of votes cast shall be declared elected.
 - a. The total number of votes for each candidate is not to be announced on the floor.
 - b. The paper ballots shall be held by the Recording Secretary for a period of thirty (30) days and may be examined by any member in good standing.
 - c. If none of the nominees for an office receive a plurality of the votes, the two with the highest number of votes shall face each other in a run-off election to be held immediately.
 - i. If a tie results, a coin toss shall decide the run-off contest.

Section C.

Election disputed shall be adjudicated by the Nominating Committee and any current Board members who are not involved with the dispute.

Article 10, Conduct of members

Section A.

Members are expected to behave in a civil manner towards each other and any guests of the League.

Section B.

Members are expected to act and vote in accordance with their beliefs as to the betterment of the community without regard for personal advancement or profit. Members are not to participate in discussions and voting where a conflict of interest would result.

Section C.

All questions requiring further action may be referred to the proper committee for investigation and discussion before any action is taken.

Section D.

Statements or letters for publication concerning the League's activities shall at no time be released without the approval of the President.

Article 11. Amendments

Section A.

The By-laws may be amended at any regular meeting of the League by the majority vote of the members present.

1. Notice of the proposed amendment and its exact contents must be given at the preceding general meeting.
2. Upon adoption, all such amendments supersede any previous amendments or by-laws as indicated in the new amendment.
 - a. The proposal for the new amendment must specify which by-laws or amendments are impacted by the new amendment.

Article 12. Parliamentary Authority

Section A.

Procedures not defined by these By-laws shall be determined by the Board. Disputes shall be adjudicated by the Board

1. Special committees may be convened in accordance with 8.D. to recommend policy and procedure where the Board deems such input necessary.