

OFFICIAL CONSTITUTION OF CITIZENS AWARE

APPROVED: 15 AUG 1962

PREAMBLE

In order to create and stimulate greater interest in the betterment of our community and to encourage effective cooperation among its members, we do hereby form this organization and do ordain and adopt this constitution for its government.

ARTICLE I NAME

Section 1. The name of this organization shall be CITIZENS AWARE.

ARTICLE II MEMBERSHIP

Section 1. The requirement for membership in CITIZENS AWARE shall be:

1. That a person reside within the geographic LIMITS of the neighborhood as stipulated in this document (ARTICLE IX, Section 1) *AND*
2. That a person be *financial and* sincerely interested in community betterment and willingly strive to fulfill his or her civic responsibilities, both immediate and citywide.

ARTICLE III OFFICER (ELECTION AND DUTIES)

Section 1. The officers of CITIZENS AWARE shall be President, Vice President, Secretary, Assist/Cor. Secretary and Treasurer.

Section 2. Candidate for election at the regular appointed election meeting shall have been an active member in good standing for at least one year.

Suggested Amendment:

Section 2: Candidate for Election at the regular appointed election meeting shall have been an active member in good standing for at least one year. This qualification may be waived by a two-thirds majority at a regular meeting.

Section 3. No person shall be elected to the same office for more than two consecutive terms. This may be waived by a two-thirds majority in a regular meeting.* A person who fills an unexpired term may still be elected for two consecutive terms.

Section 4.

(a) The President of CITIZEN AWARE shall preside over all meetings and shall be ex officio, a member of all committees. The incumbent shall appoint the chairmen of all committees and chaplain and shall sign or countersign all official papers including those to do with withdrawal of funds from the treasury.

(b) The Vice President shall act as President when for any reason the chair becomes vacant. The incumbent shall appoint members to serve on special committees, which he will be required to chair.

(c) The Secretary shall receive and answer all correspondence as directed by the President or chairman of any committee. Incumbent will act in a recording capacity for the organization and shall notify members of regular scheduled and called meetings, as well as read -- *or provide to be read* -- the minutes of previous meetings at regular and executive meetings.

(d) The Assistant Secretary shall act as the Secretary when for any reason the office becomes vacant. Incumbent shall assume additional responsibilities as delegated by the President or Secretary.

(e) The Treasurer shall receive and disburse all monies paid to the organization. Accurate records of same shall be kept in books provided for that purpose. Incumbent shall countersign all drafts or orders on the treasury for withdrawal of funds and shall present a written report of all receipts and disbursements made during the year.

(f) If for any reason the books require more than two signatures for withdrawals, etc., the Secretary shall be the third endorser.

ARTICLE IV STANDING COMMITTEES

Section 1. There shall be the following standing committees:

(a) The Executive Council, composed of all officers, chairmen of committees, and elected delegates chosen by the body at the regular election meeting. The council shall have the power of the body in intervals between meetings. The work of the Council shall be reviewed at the next meeting of the organization.

ARTICLE V MEETINGS

Section 1. CITIZENS AWARE shall meet at least once a month during the *business* year, unless otherwise stipulated.

ARTICLE VI FEES AND DUES

Section 1. Dues shall be assessed in the amount of 10 dollars (\$10.00) per family for the fiscal year September 1st through August 31st. Dues shall be due and payable at the first September meeting, or two installments - Sept. and March \$5.00 each.*

Suggested amendment:

Section 1. Dues shall be assessed in the amount as determined or set forth by the voting body. Per-family dues shall be due and payable at the first regular meeting of the business year, or in two equal installments no later than March of the next year.

Section 2. Additional fees shall be assessed only when deemed necessary for the efficient operation of the organization, or by majority vote of financial members present for social and civic obligations.

Section 3. For persons joining the organization at any time during the fiscal year, the annual *pro-rated* assessment will be due and payable immediately, or within a grace period of thirty (30) days from the date of admission to the Body.

ARTICLE VII AMENDMENTS

Section 1. This constitution may not be changed: By-Laws and amendments may be added.

ARTICLE VIII EFFECTIVE DATE

Section 1. This constitution shall go into effect immediately upon adoption.

ARTICLE IX BOUNDARIES

Section 1. The geographic limits of our neighborhood within which this organization shall function are: on the North, the north side of Quackenbos Street, N.E. between New Hampshire Avenue, and the alley east of Third Street, (including the first three homes on the north side of Quackenbos east of Third); on the East, the alley east of Third Street, N .E. between Quackenbos and Peabody Streets, (including; the property line of the east side of the third house on the south side of Peabody Street, east of Third; on the South, the south side of Peabody Street (including the afore stated property line east of Third Street) to New Hampshire Avenue. N.E.

*amended 5/8/73

Suggested Amendment

Section 1. The geographic limits of our neighborhood within which this organization shall function are:

- *On the North, paved island at Rittenhouse, St., NE, between 3rd St., NE and New Hampshire Avenue, forming an approximate apex.*
- *On the West, New Hampshire Ave., NE south to the south side of the 200 block of Peabody St. NE, East Across 3rd St, NE to 313 Peabody St., NE (residence facing NE alley to Quackenbos St, NE*
- *On the East, 3rd St, NE both sides of the street (6000-6100 Blocks). From Rittenhouse South to the North side of Quackenbos St, NE East to the alley adjacent to the property located at 308, South through the alley to the south side of Peabody St, NE (facing the residence at 313).*

BY-LAWS OF CITIZENS AWARE

SECTION 1. COMMITTEES

Article 1. The *chairperson* of Standing Committees shall have served on a committee for at least a year. *This article may be waived by a two-thirds majority in a regular meeting.*

Article 2. Members may select the committee on which they wish to serve. All members should serve on some committee.

SECTION 2. MEETINGS

Article 1. The regular meetings of the organization shall be held on the second Wednesday in each month, 8:30 p.m. unless otherwise determined by the Body.* Special meetings may be called by the President or six active, financial members of the organization. *A financial member is a member who has paid dues for the current year as stipulated in Article VI of the Citizens Aware Constitution.*

Suggested Amendment:

Article 1: The regular meetings of the organization shall be held on the second Wednesday of each month, during the business year. The time, or other date changes will be determined by the membership.

Article 2. The first business of the Sept. meeting shall be the election of officers. * The new officers will assume their duties immediately.*

Suggested Amendment:

The following replaces the current Article 2 (above)

Article 2: The election of new officers shall be held at the last regular meeting of the business year, before the expired term of the incumbents.

Suggested Amendment:

The following article 3 replaces the current Article 2 (above):

Article 3: The newly-elected officers will be installed at the first regular meeting of the business year. The new officers will assume their duties immediately after being sworn in.

Suggested Amendment:

Article 3 (below becomes Article 4)

Article 3. Roberts' Rules of Order shall govern the parliamentary procedure at all meetings of the organization when no other procedure is specified in the Constitution or By-Laws.

Suggested Amendment:

Article 4 (below becomes Article 5).. The article will read as follows:

Article 5: Executive meetings shall be held before each regular business meeting. Special executive meetings may be called by the President.

Article 4. Executive meetings shall be held in September and March. Special executive meetings may be called by the President.

SECTION 3. MINUTES

Article 1. Minutes of meetings shall be open *only* to financial members.

SECTION 4. FUNDS

Article 1. Financial reports shall be made in January and June, or whenever requested by the President.

Suggested Amendment:

Article 1: Financial reports shall be given monthly at the regular business meeting and/or whenever requested by the President.

Article 2. All funds of organization shall be deposited in the name of CITIZEN A WARE, in sub-trust or any other authorized bank, the President, Secretary, and Treasurer being the responsible persons.*

SECTION 5. DISCIPLINE

Article 1. Members who fail to conform to the rules of the organization shall be referred to the Executive Council for adjustment.

Suggested Amendment:

Article 1: Members who fail to conform to the rules of the organization shall be referred to the Executive Council for case-by-case consideration and recommendation to the membership for appropriate action.

SECTION 6. MEMBERS

Article 1. Only financial member may vote.

Article 2. All members whose dues are one year in arrears shall be placed on the inactive rolls.

Suggested Amendment:

Article 2. All members whose dues are one year in arrears shall be notified by mail or other appropriate contact, before being placed on the inactive roll.

Article 3. Members shall be considered financial when the annual assessment (ten dollars per family) has been paid

SECTION 7. VOTING

Article 1. Officers shall be elected by ballot.

Article 2. Officers shall be elected annually by a plurality vote of the members present and entitled to vote.

Suggested Amendment:

Article 2: Officers shall be elected every two years by a plurality vote of the members present and entitled to vote.

Article 3. Only financial members can vote or propose legislation.

Article 4. A quorum at regular organization meetings shall consist of seven (7) active and financial members and at an Executive Meeting, a quorum shall be four (4) members, including either officers of the organization, committee chairmen, or members selected by the Body. *

Article 5. Votes shall be cast in the person and not by proxy.

[NO SECTION 8 IN ORIGINAL]

SECTION 9. CONSTITUTION

Article 1. All active members shall have a copy of the constitution.

Article 2. These by-laws, or anyone of them may be altered, amended, added to, or repealed by a two-thirds vote of the members present and entitled to vote at any regular meeting, provided that due notice of the intended change has been sent to each financial member prior to the meeting at which the law is to be voted upon, but not less than 10 (ten) days prior to the date of voting on the proposed change.

CONSTITUTIONAL COMMITTEE
LAWRENCE L. MARTIN
CHAIRPERSON

*amended 5/8/73

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