CONSTITUTION

and

AMENDED BY-LAWS

of the

QUEENS CHAPEL CIVIC ASSOCIATION

ORGANIZED JUNE 1964

WASHINGTON, DISTRICT OF COLUMBIA

2026

Amended January 8, 2009.

Amended Jan 10, 2011, by the membership.

Amended April 10, 2017, by a vote of 16 (yes) to 0 (no) and 1 abstention.

Amended May 11, 2026 by a unanimous vote of a quorum present

QUEENS CHAPEL CIVIC ASSOCIATION

CONSTITUTION

ARTICLE I: Name

The name of the Association shall be the Queens Chapel Civic Association (QCCA), herein also referred to as "QCCA" and "Association."

ARTICLE II: Objectives

The objectives of the QCCA shall be:

A. To unite the residents of this community for the common good of all.

B. To promote interest in the community by encouraging members to take an active part in the QCCA and the community's affairs.

C. To establish and maintain a first-class community.

D. To award scholarships to graduating high school students who reside within the boundaries of the Queens Chapel Civic Association.

ARTICLE III: Members

A. This QCCA shall be open to all residents without regard to race, color, creed or national origin, who reside within the boundaries as outlined in the by-laws.

B. Any institution, business, or organization seated within the boundaries of the Queens Chapel Civic Association shall become an honorary member of the QCCA upon a donation to QCCA.

C. The QCCA will be a member of the DC Federation of Civic Associations. The QCCA President will select the representatives or delegates to the DC Federation of Civic Associations.

ARTICLE IV: Officers

A. The elected officers of the QCCA shall be President, First Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Sergeant-at-Arms, Parliamentarian, and Chaplain.

B. The Officers shall be elected at the regular June meeting every two years in the even year by a majority of members present and voting. They shall take office and assume their duties at the September meeting. They shall continue in office until their successors are elected and installed.

ARTICLE V: Meetings

The monthly meetings shall be held once a month on the second Monday of each month with the exceptions of July and August and holidays when the meeting will be held the following Monday.

The executive committee meets the first Tuesday of each month from September to June.

ARTICLE VI: Amendment to the Constitution

A proposal to amend this constitution must be presented at a regular monthly meeting. The constitution may be amended by a two-third vote of the members present and voting at the next regular meeting.

QUEENS CHAPEL CIVIC ASSOCIATION

BY-LAWS

ARTICLE I: Meetings and Location
The meetings shall be held in-person and virtually. In-person meetings are held at Union Wesley AME Zion Church in September, October, November, December, April, May and June. Virtual meetings are held in January, February and March.

ARTICLE II: Boundaries
The boundary streets of the QCCA shall be the 1600 block of Allison, 1600-1700 block of Buchanan, 1600 block of Crittenden, 1600 block of Varnum Place, 1600-1700 blocks of Webster Streets, 4700-4800 blocks of Queens Chapel Terrace, 4700-4800 blocks of Eastern Avenue, 1600 to 1800 block of Michigan Avenue, 4500 block of South Dakota Avenue, 4400 block and 4800-4900 blocks of 16th Street and 4500 block of 17th Street.

ARTICLE III: Policy
This shall be a non-partisan Association.

ARTICLE IV: Finances
A. The Executive Committee shall establish the annual dues. The $20.00 dues are set for residential homes and denomination facilities in the QCCA boundaries. Each family and facility shall have only two votes.
B. No funds shall be raised or collected in the name of the QCCA without prior approval of the body. All executive committee funds collected in the name of the QCCA shall be deposited at Truist Bank, Avondale branch in the name of the QCCA.
C. Only authorized members in good financial standing with QCCA shall collect or raise funds in the name of the QCCA.
D. The Treasurer or Financial Secretary shall report the disbursements at each regular meeting.
E. The QCCA shall assume the full responsibility for approved financial transactions if the organization operates in the red.

ARTICLE V: Quorum

A quorum is established when ten (10) members are present, either by physical or virtual presence or by a combination of ten (10) members physical, virtual presence and proxy votes held by the President.

ARTICLE VI: Order Of Business
After a quorum has been determined, the order of business shall be as follows:
A. Invocation
B. Reading of minutes of the last regular meeting
C. Reading of communications
D. Report of the Treasurer
E. Report of Standing Committees
F. Reports of Delegates, ANCs, Ward 5 Council Representatives and Ex. Office of the Mayor.
G. Unfinished business
H. New business and community concerns

I. Speaker of special program
J. Adjournment

ARTICLE VII: Rules of Order

The most recent edition of *Robert's Rules of Order* shall govern all procedures of the QCCA in all places in which they are applicable, providing it does not conflict with the Constitution of the QCCA.

ARTICLE VIII: Elections

A. Each family in good financial standing shall have no more than two votes per household.
B. A family in good financial standing can have no more than two family members' eligible to hold office.
C. Nominations may be made from the floor, and/or the nominating committee appointed by the President. Voting shall be by a voice vote, unless members call for ballot.
D. In the event no candidate receives a majority on the first ballot, an immediate recasting of votes shall determine the winner between the two candidates receiving the most votes.
E. In the event a vacancy occurs in an office for which there is no automatic succession, an election shall be held at the next regular meeting or at a special meeting called by the President.
F. Honorary members may not vote nor hold office in the Association.

ARTICLE IX: Duties of Officers

A. The President shall:
    1. Preside at each regular meeting of the QCCA.
    2. Appoint special committees.
    3. If the Treasurer and President reside in the same household, the first vice-president will sign all checks with the Treasurer.
    4. Ensure the QCCA taxes are filed electronically each year by March 31st. This protects the 501c3 status with Internal Revenue Service.
    5. Be ex-officio member of all committees.
    6. Be authorized to call special meetings with the consent of the Executive Board.
    7. In the event that the QCCA has unfilled elected positions, the President can select a member in good financial standing to fill said position.

B. The First Vice President shall:
    1. In the event a vacancy occurs in the office of the President, become President.
    2. Assume the duties of the President in their absence.
    3. Be coordinator of all internal standing committees, except the Executive Board.
    4. In the event that the President and Treasurer reside in the same household, the First Vice-President will sign all checks with the Treasurer.
    5. Be coordinator of delegates to other organizations in which QCCA has interest or membership.

C. The Recording Secretary shall:
    1. Record the proceedings of all QCCA meetings.
    2. Notify officers and committees of their election or appointment, if they are absent from the meeting. Furnish committees with materials and information referred to them.

3. Keep a copy of the By-Laws and record amendments.
4. Keep copies of QCCA's agendas, minutes, sign in sheets, and other recorded documents of QCCA.
5. Keep the QCCA seal. The seal and special artifacts shall be stored in the archives at the MLK Library.
6. In the absence of the President and the Vice Presidents, call the meeting to order and preside over the meeting.

D. The Assistant Recording Secretary shall:
1. In the event a vacancy occurs in the office of the Recording Secretary, the Assistant Recording Secretary becomes the Recording Secretary.
2. Assume the duties of the Recording Secretary in his/her absence.
3. Record the proceedings of the Executive Board meeting.
4. Have available at all times, the attendance records of all the QCCA and Executive Board meetings.

E. The Amenities/Corresponding Secretary shall:
1. Conduct the general correspondence of the QCCA as directed by the President and maintain a file of copies of all correspondence.
2. Coordinate with the Membership Secretary to maintain a roster of all members of the QCCA, including names, addresses, and telephone numbers.
3. Send cards to members for illness, new birth, and sympathy. A $25.00 check as expression of sympathy will accompany card when funds are available.

F. The Treasurer shall:
1. Coordinate with the Financial Secretary to keep accurate records of receipts and payments.
2. Sign all checks with the President, all checks.
3. Report disbursements at appropriate intervals.
4. Process electronic payments with verified receipts.
5. Maintain the QCCA bank book, debit card and business licenses.
6. Renew fees and file the Biennial Report for QCCA with the DC Department of Licensing and Consumer Protection.
7. Serve as the Resident Agent.

G. The Financial Secretary shall:
1. Coordinate with the Treasurer to keep accurate records of receipts and payments.
2. Receive and deposit funds in the correct account at Truist Bank (Avondale branch). Deposits shall be made within seven (7) days of their receipt.
3. Assume the duties of Treasurer in their absence.
4. Submit a written report at Executive Committee meetings and QCCA monthly meetings.
5. Submit a written report at the meeting prior to the installation of officers.

The Membership Secretary shall:
1. Track each member of the QCCA and maintain a name, address, telephone roster and email roster.
2. Accept membership payments at all meetings.
3. Maintain the key to the PO Box and check the mail at least once a week.

H. The Sergeant-at-Arms shall:
   1. Assist in maintaining order.
   2. Be responsible for ventilation.
   3. Act as official teller during voting and elections, with assistance from tellers appointed by the presiding officer.

I. The Parliamentarian shall:
   1. Whenever requested, advise on points of parliamentary procedures.
   2. Have a copy of the QCCA's Constitution and Robert's Rules of Order at all meetings.

J. The Chaplain shall:
   Conduct the invocation at all regular meetings and other functions were deemed appropriate.

K. All officers listed in Article IV of the Constitution shall constitute the Executive Board of the QCCA.

ARTICLE X: QCCA Members

A. Membership shall be open to all residents and churches within the boundaries of QCCA (St. Anselm's Abbey, Union Wesley AME Zion Church and Whitefriars Carmelite Seminary).
B. An honorary membership shall be available to any institution, business, or organization seated within the boundaries of the Queens Chapel Civic Association that donates to QCCA.
   1. An honorary member may:
      a. Attend only the general meetings of the QCCA.
      b. Designate, in writing, a representative to speak on matters of concern to the body.
      c. Receive an honorary association membership card.
   2. An honorary member may not:
      a. Take part in formulating QCCA policy.
      b. Serve on QCCA committees or hold office.
      c. Vote on matters pertaining to the QCCA.

ARTICLE XI: QCCA Committees

A. The QCCA shall have standing and ad hoc committees. The President shall appoint the chairpersons of the various committees.

B. Honorary members may not serve on QCCA committees.

C. The following shall constitute the Standing Committees of QCCA:
   1. Amenities/Corresponding Committee
   2. Executive Committee
   3. Membership Committee
   4. Scholarship Committee

D. The following shall constitute the Ad Hoc Committees of QCCA:
   1. Internal Audit Committee
   2. Budget Committee
   3.
   4. Grievance Committee

ARTICLE XII: Duties of Standing Committees

A. The Membership Committee shall be comprised of QCCA Block Captains and it shall:
   1. Receive dues [and membership fees,] and keep an accurate record of receipts.
   2. Canvas their block regularly for new members
   3. Collect initial membership [fees and] annual dues.
   4. Submit all collections to the [Financial Secretary] Treasurer
   5. Furnish copies of the names and addresses of new members to the Corresponding Secretary.

B. The Scholarship Committee shall:
   1. Identify graduating high school students who reside within the boundaries of QCCA, plan to attend an institution of higher learning upon graduation and whose household has been a QCCA member for two consecutive years.
   2. Direct those students to QCCA's website for the Reverend David Turner Memorial Scholarship Application and Eligibility.
   3. Review the applications, select
   4. a winner(s) of the Rev. David Turner Memorial Scholarship requirements and recommend the winning recipient(s) to QCCA for approval. Once approved by QCCA Executive Committee, the Chairperson of the Scholarship Committee shall notify the winning recipient(s). The dollar amount(s) of the scholarship(s) will be $1000.00 per recipient. The winning recipient(s) will be awarded their scholarship check(s) at QCCA's June meeting.

C. The Executive Committee shall initiate programs, identify a working committee, devise ways and means of raising funds to cover program expenses, consistent with the purpose and objectives of the QCCA.

D. The Amenities/Corresponding Committee shall:
   1. Acknowledge illnesses, deaths, marriages, and births of financially active households of the QCCA.
   2. Send get-well cards to members of active households who experience illness.
   3. Send a monetary contribution of twenty-five dollars ($25.00) when a death occurs in household.
   4. Send a monetary contribution of twenty-five ($25.00) with a new addition to the family (baby).
   5. Send a monetary contribution of twenty-five ($25.00) when a marriage occurs in household.
   6. Rely on the Block Captains to report all illnesses, deaths, marriages, and births to the chairperson.
   7. Request funds from the Treasurer to cover the cost of these social gestures. The request shall be made by the Committee chairperson.

ARTICLE XIII: Duties of Ad Hoc Committees

A. The Internal Audit Committee shall:
   1. Exclude the QCCA’s president and treasurer.
   2. Examine the QCCA’s financial records for accuracy and consistency.

B. The Budget Committee shall:
   1. Develop and present to the Executive Board a proposed budget to be approved and presented to the Association.

2. Ensure the budget is presented in September and placed in operation within thirty (30) days.

C. The Executive Committee shall coordinate and/or plan social activities of the QCCA.

D. The Grievance Committee shall:
1. Investigate all grievances received from the QCCA membership.
2. Report on its findings and recommend necessary action to the body.

ARTICLE XIV: Executive Committee

The Executive Committee shall:

A. Have the authority to act on behalf of the QCCA between regular meetings and during recess periods. (The QCCA shall have the power to reject or amend action taken by the Executive Board).
B. Report all of its recommendations to the body.

ARTICLE XV: Committee Reports

All QCCA standing committees shall submit reports at each regular meeting of the QCCA. The reports, except progress reports, shall be in writing.

ARTICLE XVI: Removal of Officers, Committee Chairs, and Elected Delegates

A. An officer or committee chairperson of QCCA may be removed for misconduct, neglect of duty, abuse of privileges, and incompetence
B. Any officer or chairperson of a committee who fails to attend meetings for three consecutive meetings, and does not supply evidence of having been engaged in the duties of said office, or committee, shall automatically have such absence construed as a resignation from said office or committee.
C. The removal of any officer (for reasons other than absence from scheduled meetings) shall be accomplished by referring charges supported by proof.
    1. All charges shall be referred to a special committee, which will investigate such charges and recommend a course of action to be taken by the QCCA.
    2. A two-third vote of the members present, but no fewer than 10 votes, shall be required to remove an officer.

ARTICLE XVII: Amendments to the By-Laws

These By-Laws may be amended by a two-third vote of the members present and voting at any regular or special meeting, subject to a ten-day notice of a proposed amendment from the QCCA Board.