

SOUTH BALTIMORE IMPROVEMENT COMMITTEE

BYLAWS

Article I. Name and Location

1. The official name of this organization shall be South Baltimore Improvement Committee, Inc. hereinafter referred to as SBIC.
2. SBIC shall be bordered on the North by Cross Street, on the East by Light Street, on the South by McComas Street, and on the West by Race Street. Addresses on both sides of the bordering streets shall be included within the boundaries.

Article II. Statement of Purpose

1. The purpose of SBIC is to improve the quality of life for the residents by empowering them to help themselves solve problems that affect their community, to develop cohesiveness and pride in the community, and to express the views of the residents of the area.
2. Major focus areas are housing, crime, drugs, alcohol, business relations, physical appearance of the neighborhood, concern for the poor, young, and elderly, and the development and education of the residents.
3. The mission of SBIC shall be to encourage, through regular meetings, the informal exchange of ideas; to work with local law enforcement in promoting safety; and to assist individuals and families in the continuing process of neighborhood renewal.
4. SBIC does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, marital status and physical or mental disability. All residents are encouraged to participate in the activities of SBIC for the benefit of the members of the community.
5. The South Baltimore Improvement Committee is its members. Therefore, the will of the membership, as expressed in motions carried at general meetings, shall always express the will of the South Baltimore Improvement Committee, and all officers, agents, and committees of SBIC must faithfully represent and abide by all decisions of the General Membership so long as those decisions do not violate these Bylaws and established rules of procedure.

Article III. Membership

1. The membership of SBIC shall be limited to persons 18 years of age or older whose primary place of residence falls within the SBIC area, defined in Article I, Section 2 of these Bylaws. Owners of property or of businesses within the SBIC area are not eligible for SBIC membership unless they also maintain their primary residence within the area.
2. Each member shall be required to pay membership dues once during each calendar year (January 1 to December 31). The General Membership shall set the annual dues amount at a regular meeting. Members who pay their dues in November or December will be considered members in good standing for the duration of that calendar year and the totality of the following year.
3. Any eligible person may become a member of SBIC by paying membership dues and signing the membership roster maintained by the treasurer. Prospective members shall be required to provide reasonable documentation of age and residence before joining. Failure to renew membership by paying dues after 12 months will cause a member's standing to lapse.
4. Only those who have been members in good standing for at least 15 days shall be permitted to make motions, second motions, or participate in any votes of the General Membership. Voting by proxy shall not be permitted.
5. Members who move out of the SBIC area are no longer members, effective immediately upon their change in residence.

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Article IV. General Membership Meetings

1. General Membership meetings shall be held monthly on a regularly scheduled night. With as much prior notice as possible, the Executive Board may suspend a monthly General Membership meeting during the summer months and the holiday season. The Executive Board may also decide to reschedule a monthly meeting whose date conflicts with other events.
2. Public advance written announcement of general meetings shall be made to residents within the SBIC area.
3. Twenty members including officers and Executive Board members shall constitute a quorum.
4. The SBIC will particularly weigh the concerns of residents who live within a 200 -foot radius of a proposed project, but issues will be decided by a vote of all members attending the meeting where the issue is considered.
5. The General Membership meeting shall be conducted in accordance with the latest version of Robert's Rules of Order, *Newly Revised*. The president may also appoint a knowledgeable parliamentarian to assist in an advisory capacity.

Article V. Officers

1. The Officers of SBIC shall be comprised of a President, Vice President, Secretary, and Treasurer.
2. The Officers, as elected by a majority vote of SBIC's membership at the October general meeting, shall serve no more than two consecutive one-year terms in any one office. Terms of office shall begin on November 1. Officers must be members of SBIC at the time of their election.
3. Duties of Officers
 - a. President:
 - Shall preside over all Executive Board and General meetings using standard parliamentary procedures as defined in Roberts Rules of Order
 - appoints chairs of the standing committees with approval of the membership by majority vote
 - appoints chairs of Ad Hoc Committees, as necessary
 - acts as the official spokesperson for SBIC
 - initiates official correspondence of SBIC that deals with non-routine committee matters
 - may not serve as a Standing Committee chair or as a voting member of any Standing Committee
 - may serve as an Ad Hoc Committee chair or as a voting member of any Ad Hoc Committee
 - serves ex officio on all Standing Committees and Ad Hoc Committees.
 - b. Vice President:
 - Is responsible for membership development and communications, including notification of general meetings to the residents of the SBIC area,
 - presides over meetings in the absence of the President.
 - assumes the duties of the President if the office of President becomes vacant, until a new President can be elected by the membership (See Article IX, Section 6)
 - c. Secretary:
 - Takes or assigns the taking of minutes at the Executive Board and General meetings
 - maintains a record of all motions and decisions of the meetings;
 - maintains a list of names of committee members
 - keeps a record of official correspondence to and from SBIC

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- d. Treasurer:
 - maintains the funds of SBIC, manages bank accounts, keeps all financial records
 - makes or assigns the preparation of financial reports to the Executive Board subject to periodic review
 - makes a financial report at all General meetings
 - maintains the organization's membership list
4. Removal of Officers

Any Officer may be removed at any time by the following procedure:

 - a. At a regular General Membership meeting with a quorum in attendance, an SBIC member in good standing for at least 30 days may make a motion of removal of one officer, which must be seconded by another member in good standing for at least 30 days. A vote of two-thirds of present members in good standing for at least 30 days will remove the officer, who may not run for any SBIC position until the next regular election or for one year, whichever is longer. At no time will a motion for removal address the removal of more than one officer.
 - b. At a regular Executive Board meeting with a quorum in attendance, an Executive Board member may make a motion of removal of one officer, which must be seconded by another Executive Board member. A majority vote of Executive Board members present will pass the motion, which will be presented as an “executive resolution” at the next regular General Membership meeting. This executive resolution will require no second. A majority vote of present members in good standing for at least 30 days will remove the officer, who may not run for any SBIC position until the next regular election or for one year, whichever is longer. At no time will a motion for removal address the removal of more than one officer.

Article VI. Executive Board

1. The Executive Board shall be comprised of the four officers, the past president (at the request of the Executive Board), the chairs of the Standing Committees and the Police/Community Relations Representative. A majority of members shall constitute a quorum. The past president shall be the last president to have served in that office.
2. The Executive Board will meet once a month prior to the general meeting to prepare the agenda, make timely decisions, and collect information and suggestions for actions that are compatible with the purpose of SBIC. The Executive Board can make its own rules for proceeding and for conduct at its meetings without amending these Bylaws.
3. The Executive Board will make time-restricted decisions between general meetings when necessary and report such actions at the next General Membership meeting.
4. Removal of Executive Board members Any Executive Board member may be removed at any time by following the procedure for removal of officers described in Article V, above.

Article VII. Ad Hoc Committees

1. The Executive Board may create ad-hoc committees to address issues of a short-term duration.
2. Chairs will be appointed by the President with the approval of the Executive Board. The president may serve as a chair or as a member of Ad Hoc Committees.
3. Chairs of the ad-hoc committees shall recruit committee members to assist in researching and developing solutions to these issues. Chairs of the Committees will report on the Committee's activities at the general meetings and will serve as ex officio members of the Executive Board.
4. The Executive Board will terminate ad hoc committees when their tasks are completed.

Article VIII. Elections

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1. The Elections Committee, an ad-hoc committee, shall be assembled at least three months prior to the election, which takes place every October. The election meeting date shall be formally announced at the two general meetings immediately preceding the election.
2. The Elections Committee shall assemble a list of candidates for each office and present its report at the September meeting. Additional nominations for the candidates shall be solicited from the floor. Candidates nominated prior to the close of the September general meeting will be listed on the election ballot. Candidates nominated after this date may be voted for as write-in candidates.
3. Ballots shall be distributed at the October meeting. Only members who have joined SBIC fifteen days prior to the October general meeting will be eligible to cast a ballot.
4. Ballots shall be counted and the results shall be announced at the October meeting.
5. In case of a tie for any office during the election, ballots will be re-cast for that office until the tie is broken.
6. Special elections to fill vacancies in office shall be held at the first general meeting following the vacancy. Nominations shall be accepted from the floor. In case of multiple candidates, a written ballot will be used.

Article IX. Amendments

1. Bylaws of SBIC shall be reviewed by an ad-hoc Bylaws Committee in advance of the October general election meeting every three years. A written, signed report from this committee will be presented at the October meeting. Any proposed changes will be voted upon at the November general meeting with a necessary two-thirds vote.
2. An interim amendment to the bylaws shall be submitted to the president in writing. It must be signed by five members in good standing for at least 15 days and read at a General Membership meeting. Interim amendments will be voted on at the next General Membership meeting with a necessary two-thirds vote.

Article X. Fiscal Year

1. The fiscal year of the Corporation shall be from January 1st to December 31st.

Article XI. 501(c)(3) Rules and Dissolution of Organization

1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from the federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not

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disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as the Court shall determine which are organized and operated exclusively for such purposes.