

Washington Place Improvement Association Bylaws

Article I

The name of this organization shall be the Washington Place Improvement Association. It is a voluntary unincorporated association of homeowners.

Article II

The area shall be bounded on the north by the alley between Delmar and Washington, on the south by the alley between Westminster and Washington, on the east by Kingshighway, on the west by Union Boulevard.

The fiscal year of the Association shall begin on June 1 and end on May 31 of the following year.

An "improved parcel" shall mean any residential property with a dwelling within the boundaries defined in this Article.

Article III

The purpose of this association shall be:

1. To improve the quality of life and community spirit among the neighbors living in the established boundaries.
2. To provide for the beautification and maintenance of common-ground areas.
3. To act as a liaison with the various city offices, local neighborhood associations, state and federal agencies, and individuals or organizations for information purposes and to communicate information to homeowners.

Article IV

Membership and Dues

1. Any owner of an improved parcel, having paid the current fiscal year's dues, shall be eligible for membership in the organization.
2. Dues shall be levied per year per improved parcel. Any changes to the dues must be approved by a vote of the membership.
3. Each improved parcel shall be entitled to one (1) vote. A single owner shall be designated by the owners of each improved parcel to act as the designated voter for that improved parcel. Proxy votes are acceptable if submitted to the Secretary before the vote is taken.

Article V

The duties of the Officers of the Association are as follows:

1. **President:** Shall preside at all meetings and shall be chairperson of the Executive Committee.
2. **Vice-President:** Shall act as chairperson in the absence of the President, or in the case of the President's inability to act in his official capacity.
3. **Alternatively,** the Association may elect Co-Presidents, who act in the above defined roles.
4. **Secretary:** Shall keep accurate records of all proceedings at all of the organization's meetings and shall act as corresponding secretary in communications with other organizations, agencies, offices, individuals, and associations.
5. **Treasurer:** Shall keep accurate and current records of all monies received and disbursed during the organization's fiscal year.

Executive Committee

The duties of the Executive Committee are as follows:

It shall consist of the Officers of the organization. The purpose of the committee shall be to carry on the duties of the Association; to direct and execute the decisions of the membership; to make decisions on behalf of the membership; and to determine the agenda of the organization's meetings. Full reports of all decisions and activities will be presented at the regular meetings. The Executive Committee shall have the responsibility of collecting dues sufficient to meet the operational expenditures of the organization. All Executive Committee members shall reside within the organization's boundaries.

Decisions made by the Executive Committee require a majority.

The Executive Committee will organize committees as needed to enact the purposes of the organization. Committees may include, but are not limited to, Beautification, Communications, and Membership. The Executive Committee may recruit block captains to assure representation across the neighborhood.

Article VI

Election of Officers

Election of officers shall be held at a Regular Meeting of the Association prior to the end of the fiscal year. Officers elected at this meeting shall assume their respective offices as of the first day of the next fiscal year.

The term of all officers shall be one year.

Upon determination of a vacancy on the Executive Committee, a special election will be held at the next Regular or Special meeting to fill that vacancy.

Only one owner of a given improved parcel may hold an Officer position or otherwise serve on the Executive Committee at any one time.

Article VII

Meetings

The Association shall hold at least one Regular Meeting each fiscal year prior to the end of that fiscal year to conduct elections and other business. Additional Regular Meetings may be scheduled at the discretion of the Executive Committee.

The Executive Committee may, at its discretion, authorize participation in any Regular or Special meeting through teleconference, videoconference, or other reliable electronic platform. Members attending electronically shall be considered present for purposes of quorum and voting.

Meetings shall be conducted according to Robert's Rules of Order, as deemed necessary by the presiding officer.

The Executive Committee will meet every quarter, or as otherwise deemed necessary by the Committee.

Special meetings can be held upon the majority vote of the Executive Committee or by a petition signed by not less than twenty-five percent (25%) of the voting members. Written notification of special meetings shall be given at least four days prior to the date of the special meeting.

A quorum shall consist of not less than 25% of the voting members in good standing at any meeting of the membership.

All notices regarding elections and other official communications shall be provided to members via electronic mail, using the email address most recently provided to the organization by each member.

Article VIII

All funds of the Association shall be deposited in a financial institution approved by the Executive Committee, in accounts held in the name of the Association.

At least two officers of the Executive Committee shall be authorized signatories on all Association accounts. Changes in authorized signatories shall be made promptly following any change in officers.

Expenditures of up to five hundred dollars (\$500.00) may be authorized by two Officers.

Expenditures of more than five hundred dollars (\$500.00) shall require approval of the executive committee.

Expenditures of more than \$1500.00 require a vote of the membership.

Article IX

Nominations

Nominations of candidates for the various offices shall be made from the floor, and must have received a second nomination before the person named shall be considered as a candidate for that office. Each office shall be voted on separately.

Elections

All offices to be filled at a Regular Meeting shall be filled by the candidate receiving the majority of votes cast for the said office. Should no candidate receive a majority of votes cast for the office, the two candidates receiving the largest number of votes shall engage in a run-off election held on the same day as the regular meeting, and the candidate then receiving the majority of votes cast shall be declared the newly elected officer.

No person shall be entitled to hold more than one office in the same term.

Article X

Amendments

The by-laws shall be amended in the following manner: Proposed amendments must be submitted to the Executive Committee prior to the Regular or Special Meeting at which they are to be voted on, and must be signed by at least two (2) members in good standing and entitled to vote. Notice of the election and voting upon proposed amendments must be given to all members in good standing and entitled to vote at least five (5) days prior to the meeting at which the proposed amendment is to be considered. Amendments to the by-laws shall require a two-thirds majority of votes cast to be adopted.

Adoption

These bylaws were approved by the members at a Special Meeting of the WPIA at 5:30 p.m. on September 10, 2025.