

Bylaws

Ridge Park Civic Association

ARTICLE I – NAME

The name of this association is Ridge Park Civic Association (hereinafter RPCA).

ARTICLE II – PURPOSE

It shall be the purpose of this association to serve the residents who reside within the stated boundaries of this association by working collaboratively to promote and improve our community and quality of life.

ARTICLE III– BOUNDARIES

Broadly, the geographic boundaries are:

- Hermitage Street to Domino Lane
- Schuylkill Creek beyond Umbria Street to Wissahickon Street beyond Henry Avenue

ARTICLE IV – MEMBERSHIP

Good Standing

Members in good standing are defined as those who have paid their dues for the current calendar year and have been members for a minimum of thirty (30) days.

Basic Membership

Membership is open to all persons who are at least eighteen (18) years of age and reside within the stated boundaries. Members must be in good standing to vote at any meeting of the RPCA.

Associate Membership

Associate membership is open to non-residents of RPCA who are interested in furthering the purposes of the RPCA. Associate members are entitled to attend regular and special meetings of the RPCA. Associate members must be current in dues to participate in meetings of the RPCA. Associate members are not eligible to vote.

ARTICLE V- Dues

The dues for membership will be determined by the Executive Board.

The membership year is January through December.

Dues shall be pro-rated according to the published schedule.

ARTICLE VI – NOMINATIONS

The Nominating Committee is Ad Hoc and is comprised of one (1) Executive Board member and two (2) basic members.

The Nominating Committee will conduct election of Officers at the final meeting of the two (2) year cycle.

Nominations of officers must be circulated at least ten (10) days in advance of the voting meeting to elect officers and shall be electronically announced to the membership using the Association's website, social media platforms and electronic mail list.

Only those eligible for the basic membership category can serve as officers.

The term for an office is two (2) years.

No member may be nominated to more than one office.

Nominations may be made from the floor in addition to the nominees put forth by the Nominating Committee. A member nominated from the floor must be in attendance at the meeting.

If more than one individual is nominated for an office, the vote shall be by secret ballot.

With the exception of the position of President, officer vacancies occurring during the term of office shall be filled by appointment of the President with approval of the Executive Board.

ARTICLE VII- OFFICERS

The Officers of the Association shall constitute the Executive Board.

President – shall preside at all meetings of the Association and Executive Board and serve as an ex-officio member of all Standing (with the exception of the Nominating Committee) and Ad Hoc committees of the RPCA.

Vice President – shall perform the duties of the President when the President is unable to do so; Vice President will fulfill the role of President in the event that the office is vacated during the term.

Treasurer – shall have the responsibility for the banking and disbursement of monies as authorized by the Executive Board; shall maintain monies in regulated and insured financial institutions as approved by the Executive Board; shall keep complete and accurate records of all receipts and disbursements; shall prepare a financial report at least quarterly and present same to the membership.

Recording Secretary - shall take minutes of the meetings of the Association and Executive Board; shall maintain accurate records of same and shall make same available at Association and Executive Board meetings.

Corresponding Secretary – shall handle correspondence as directed by the President; shall maintain copies of same and report replies to same; shall notify the membership of Association and Executive Board meetings and shall maintain a list of members of the Association.

ARTICLE VIII- MEETINGS

Regular and special meetings of the Association will be determined by the Executive Board and shall be electronically announced to the membership no less than ten (10) days from the date of the meeting, using the Association's website, social media platforms and electronic mail list.

Meeting notices shall include the date, time and place of the meeting and agenda.

Those present at a duly called meeting shall constitute a quorum.

Matters of community importance shall be voted on at a duly called meeting of the Association.

Meetings shall be held virtually, in person or a combination thereof, as the Executive Board may decide.

Votes can be indicated orally, by hand signal or by secret ballot at the discretion of the President. A secret ballot is also permitted if three (3) or more members request a preference for a secret ballot.

Votes shall be reflected in the Association's minutes.

Meetings are open to the public.

The Executive Board shall act for the Association between meetings and shall report such actions at the next Association meeting.

Proxy voting is prohibited.

ARTICLE IX- COMMITTEES

Standing Committees include:

- Zoning
- Fundraising and Events
- Community Outreach and Membership
- Historic Preservation

The chair of a Standing Committee shall be appointed by the President. The members of a Standing Committee shall be appointed by the President.

Ad Hoc committees shall be appointed as needed with Ad Hoc committee chairs and members appointed by the President.

All committees will report their activity at each regular meeting of the Association.

Members can serve as a Standing Committee chair and Officer simultaneously.

ARTICLE X – AMENDMENTS TO BYLAWS

Bylaws may be amended at any duly called meeting of the Association provided said amendments have been circulated at least ten (10) days prior to the previous duly called meeting.

A two-thirds vote of those in attendance is required to pass an amendment.

ARTICLE XI- CONFLICT OF INTEREST

Officers, Committee Chairs and Members shall disclose any financial interest that they may have in matters that are being considered by the Association. Recusal from a potential conflict of interest shall be determined by the Executive Board.

ARTICLE XII - QUORUM

Members present at a duly called meeting of the Association shall constitute a quorum.

ARTICLE XII – INDEMNIFICATION

To the extent legally permissible in the Commonwealth of Pennsylvania and to the extent costs are covered by liability insurance maintained by the Association, the Association agrees to indemnify, defend and hold harmless the board members, its officers, directors and committee members acting in good faith on behalf of the Association, from and against liability, loss, cost or expense (including attorney's fees) by reason of liability imposed upon such person the Association, arising out of or related to the Association's actions, decisions or activities of such person, whether caused by or contributed to by the members or any other party indemnified herein, unless caused by the gross negligence, willful misconduct, or breach of fiduciary duty by the member.

The Association may maintain liability insurance, at its expense, to protect itself and any such person against any such liability, cost or expense, provided that if the Association decides to no longer maintain such insurance, it shall notify all board members, officers, directors and committee members of the Association no less than thirty (30) days prior to the expiration of such insurance."

ADOPTED: April 8, 2025