



**BEFORE THE ZONING COMMISSION OR  
BOARD OF ZONING ADJUSTMENT OF THE DISTRICT OF COLUMBIA**



**FORM 140 - PARTY STATUS REQUEST**

Before completing this form, please review the instructions on the reverse side.  
Print or type all information unless otherwise indicated. All information must be completely filled out.

**PLEASE NOTE: YOU ARE NOT REQUIRED TO COMPLETE THIS FORM IF YOU SIMPLY WISH TO TESTIFY AT THE HEARING. COMPLETE THIS FORM ONLY IF YOU WISH TO BE A PARTY IN THIS CASE.**  
(Please see reverse side for more information about this distinction.)

Pursuant to 11 DCMR §§ 3022.3 or 3106.2, a request is hereby made, the details of which are as follows:

Name:	Alabama Avenue/13th Street Tenants Coalition		
Address:	c/o Ruth Barnwell, 1309 Alabama Ave, SE, #201		
Phone No(s):	202-561-4119	E Mail:	staciegibbs8@gmail.com
I hereby request to appear and participate as a party in Case No.:	13-08		
Signature:	<i>Ruth Barnwell</i>	Date:	12/23/14
Will you appear as a(n)	<input type="checkbox"/> Proponent	<input checked="" type="checkbox"/> Opponent	Will you appear through legal counsel? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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If yes, please enter the name and address of such legal counsel.

Name:	William Merrifield		
Address:	WLCH, 1200 U Street NW, Washington, DC 20009		
Phone No(s):	202-328-5502	E Mail:	will.merrifield@legalclinic.org

**PARTY WITNESS INFORMATION:**

On a separate piece of paper, please provide the following witness information:

1. A list of witnesses who will testify on the party's behalf;
2. A summary of the testimony of each witness (*Zoning Commission only*);
3. An indication of which witnesses will be offered as expert witnesses, the areas of expertise in which any experts will be offered, and the resumes or qualifications of the proposed experts (*Zoning Commission only*); and
4. The total amount of time being requested to present your case (*Zoning Commission only*).

**PARTY STATUS CRITERIA:**

Please answer all of the following questions referencing why the above entity should be granted party status:

1. How will the property owned or occupied by such person, or in which the person has an interest be affected by the action requested of the Commission/Board?
2. What legal interest does the person have in the property? (i.e. owner, tenant, trustee, or mortgagee)
3. What is the distance between the person's property and the property that is the subject of the application before the Commission/Board? (Preferably no farther than 200 ft.)
4. What are the environmental, economic, or social impacts that are likely to affect the person and/or the person's property if the action requested of the Commission/Board is approved or denied?
5. Describe any other relevant matters that demonstrate how the person will likely be affected or aggrieved if the action requested of the Commission/Board is approved or denied.
6. Explain how the person's interest will be more significantly, distinctively, or uniquely affected in character or kind by the proposed zoning action than that of other persons in the general public.

**Except for the applicant, appellant or the ANC, to participate as a party in a proceeding before the Commission/Board, any affected person shall file with the Zoning Commission or Board of Zoning Adjustment, this Form 140 not less than fourteen (14) days prior to the date set for the hearing.**

ZONING COMMISSION  
District of Columbia  
CASE NO. 13-08  
EXHIBIT NO. 27

**Form 140 Party Status Request Form**

**RE: ZC Case No. 13-08**

**Date: January 6, 2015**

**Name: Alabama Avenue/13th Street Tenants Coalition**

**Address: 1309 Alabama Ave SE**

**Phone: 202-328-5502**

**Email: will.merrifield@legalclinic.org**

**The Alabama Avenue/13th Street Tenants Coalition will be appearing as OPPONENT with William Merrifield from Washington Legal Clinic for the Homeless as legal counsel.**

**PARTY WITNESS INFO**

**1. Witnesses.**

- a. Eugene Puryear, Congress Heights resident.
- b. Tenants of the affected property and Alabama Avenue/13th Street Tenants Coalition.
- c. Tenants living in other properties owned by proposed Developer

**2. Testimony Focus**

- a. Why tenants of the affected area choose to live in their homes and value Congress Heights.
- b. How the Planned Unit Development (PUD) redevelopment plan fails to protect the welfare of the current residents and does not enhance community stability or public benefits.
- c. The inadequate relocation plan that would result in the loss of Tenant Opportunity to Purchase Act (TOPA) rights, which could be used by tenants to preserve current affordability levels
- d. How the PUD will adversely affect the lives of tenants and community members and may result in displacement and the loss of affordable rental housing in the Congress Heights community.

**3. Currently retaining expert witnesses. We expect to have three to five witnesses, consisting of no more than thirty minutes of total testimony.**

**4. Request Same Presentation Time as Applicant**

## **PARTY STATUS CRITERIA**

***1. How will the property owned or occupied by such person, or in which the person has an interest be affected by the action requested of the commission/Board?***

The commission/board's approval of Square 5914 LLC's proposed Planned Unit Development (PUD) will result in the demolition of four properties owned by Sanford Capital. Three of these properties are home to the Alabama Avenue/13th Street Tenants Coalition. Demolishing these properties will result in the displacement of these tenants. Further, accepting the proposed relocation plan would result in the explicit loss of their Tenant Opportunity to Purchase Act (TOPA) rights. Consequently, the coalition will be directly impacted by the commission/board's approval of Square 5914 LLC's PUD.

***2. What legal interest does the person have in the property?***

The coalition is comprised of tenants from three of the four properties in the proposed PUD. The approval of the proposed PUD will have the legal effect of severing the coalition's tenancy at the proposed site. Additionally, tenants have a legal interest in the opportunity to purchase to which they would be entitled under TOPA at the time of the issuance of any demolition notice. The current relocation plans proposed by developers would require tenants to give up their purchase rights in order to qualify for relocation and ultimately be eligible to return to the redeveloped site. Because of their desire to retain these TOPA rights, the coalition has rejected the proposed relocation offer. Therefore there is currently no relocation plan in place, nor is there any guaranteed right to return to the redeveloped property.

***3. What is the distance between the person's property and the property that is subject of the application before the commission/board?***

The tenants reside on three of the properties located at Alabama Avenue and 13<sup>th</sup> Street—an area which is the subject of the current application before the commission/board. Thus, the tenants' current units are those that would ultimately be demolished if the proposed redevelopment is approved.

***4. What are the environmental, economic, or social impacts that are likely to affect the person and/or aggrieved if the action requested of the commission/board is approved or denied?***

There are a variety of social and economic impacts that are likely to result as a consequence of the commission/board's approval of the proposed PUD. Tenants of the coalition will be displaced from their homes—thereby facing a loss of community and a sense of belonging. Further, approval of the PUD will disturb the cultural fabric of the tenants' community and push out long-standing residents from their homes.

The tenants will be faced with the challenge of finding affordable/comparable housing in the District's high rent market. This challenge is intensified by the proposed PUD. The applicants'

affordable housing section is at best vague and undeveloped. As it stands, the proposed PUD has failed to articulate a cogent plan to maintain affordability for these and other similarly situated area residents.

The zoning commission should require more from the applicants. After all, this area is not merely comprised of empty parcels of land; it is home to numerous families. Further, the proposed PUD is silent on future relocation options for current tenants. Instead of proposing new affordable options for these marginalized residents, the PUD purports to replace the existing affordable housing with luxury units.

Finally, there are many aspects of the proposed project that contradict the objectives of the District's Comprehensive Plan.

***5. Describe any other relevant matters that demonstrate how the person will likely be affected or aggrieved if the action requested of the commission/board is approved or denied.***

Sanford Capital, one of the members of 5914 LLC, has demonstrated through its actions that it is not a suitable candidate for the commission's approval of the proposed PUD. As a landlord (Alabama Avenue/13th Street and other rental properties), Sanford Capital has permitted their properties to remain in a dilapidated state with numerous and consistent housing code violations. Sanford Capital has repeatedly failed to make remedial repairs, not only on their properties in Congress Heights, but also on their other properties throughout the District and Maryland. Sanford Capital should not be rewarded with the approval of this PUD and the opportunity to profit from its reprehensible conduct.

***6. Explain how the person's interest will be more significantly, distinctively, or uniquely affected in character or kind by the proposed zoning action than that of other persons in the general public.***

Unlike other members of the general public, the Alabama Avenue/13th Street Tenants Coalition has a direct stake in the proposed zoning action. The tenants have a significant interest in the conservation of their homes and their community. Additionally, tenants of the Coalition have lived under the ownership and management of the applicant (Sanford Capital) for over two years, and have directly suffered from their negligent management. Allowing Sanford Capital to benefit from this reprehensible conduct will be significantly demoralizing to these residents, and greatly contribute to the disruption of their community.

**Authorization for Appearance and Representation**

**RE: ZC Case No. 13-08**

**Date: January 6, 2015**

**Name: Ruth Barnwell, President of the Alabama Avenue/13th Street Tenants Coalition**

**The Alabama Avenue/13th Street Tenants Coalition will be appearing as OPPONENT with William Merrifield from Washington Legal Clinic for the Homeless as legal counsel.**

Pursuant to District of Columbia Municipal Regulation Title 11 § 3106, I authorize William Merrifield of the Washington Legal Clinic for the Homeless (WLCH) to appear on behalf of the Alabama Avenue/13th Street Tenants Coalition. This authorization gives William Merrifield the power to bind the Alabama Avenue/13th Street Tenants Coalition in the case before the Zoning Board.

Sincerely,

A handwritten signature in cursive script that reads "Ruth Barnwell". The signature is written in black ink and is positioned above a horizontal line.

Ruth Barnwell

**ALABAMA AVENUE/13<sup>TH</sup> STREET TENANTS COALITION**  
**MEMBERSHIP LIST**

Each undersigned individual hereby declares his or her membership in the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition and further states that: 1) I desire to become a member in the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition; 2) I am eligible for membership in the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition; and, 3) I agree to comply with the decisions of the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition made in accordance with its Bylaws and other applicable law.

<u>Printed Name</u>	<u>Address and Apartment Number</u>	<u>Telephone number(s) and/or e-mail address</u>	<u>Signature</u>	<u>Date</u>
Michelle Mitchell	3210 13 <sup>th</sup> St, SE #8	2/705-3161	<i>Michelle Mitchell</i>	12-9-13
LAVON GREENWOOD	1309 Ala. Ave 204 S.E.		<i>Lavon Greenwood</i>	1-8-14
Lonise Meahun	1331 Alabama St #003	2/487-8757	<i>Lonise Meahun</i>	1-8-14
Tyquanda Blake	3210 13 <sup>th</sup> St SE #	2/905-1757	<i>Tyquanda Blake</i>	11/13/13
CLARENCE THOMAS	1309 Ala. Ave S.E. #304	2/797-1107 240-863-7146	<i>Clarence Thomas</i>	10/16/14
Timian Dillman	1333 Alabama St #308	2/563-0961	<i>Timian Dillman</i>	10/16/14
Patricia Wilson	3210 13 <sup>th</sup> St SE #2	202 487-11883	<i>Patricia Wilson</i>	10/16/14

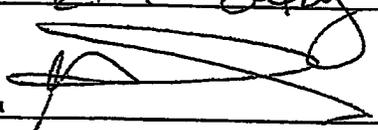
**ALABAMA AVENUE/13<sup>TH</sup> STREET TENANTS COALITION**  
**MEMBERSHIP LIST**

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<u>Printed Name</u>	<u>Address and Apartment Number</u>	<u>Telephone number(s) and/or e-mail address</u>	<u>Signature</u>	<u>Date</u>
Miriam Smalls	1333 Alabama Ave		Miriam Smalls	11-13-2013
Herbert Smalls	1333 Alabama Ave		Herbert Smalls	11-13-13
Clarene Taylor	# 305 1331 ALA. AVE SE		Clarene Taylor	11-13-13
KATH SHEPSON	1333 ALABAMA AVE - 307		Kath Shepson	11/13/2013
EUGENE JONES	1333 ALA AVE Q M. 206		E. M. Jones	11/13/13
RIKY GRAHAM	1333 ALABAMA AVE SE # 307		Riky Graham	12/9/13
Cassandra Moter	3210 1384 SE. wash DC. 20032		Cassandra Moter	12-9-13
Annetta Bryant	ll ll		Annetta Bryant	12-9-13

**ALABAMA AVENUE/13<sup>TH</sup> STREET TENANTS COALITION**  
**MEMBERSHIP LIST**

Each undersigned individual hereby declares his or her membership in the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition and further states that: 1) I desire to become a member in the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition; 2) I am eligible for membership in the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition; and, 3) I agree to comply with the decisions of the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition made in accordance with its Bylaws and other applicable law.

<u>Printed Name</u>	<u>Address and Apartment Number</u>	<u>Telephone number(s) and/or e-mail address</u>	<u>Signature</u>	<u>Date</u>
<del>RUTH BARNWELL</del>				
RUTH BARNWELL	1309 Alabama Ave, SE #31		Ruth Barnwell	11/13/13
Stacie Gibbs	1331 Alabama Ave, SE #301	Staciegibbs8@gmail.com	Stacie Gibbs	11/13/13
Dagah Boyisrayl	3210 13 <sup>th</sup> St SE #10	 252-248-3448	Dagah Boyisrayl	11/13/13
Dea Lockamy	1369 Alabama Ave SE #303	dealockamy@yahoo.com	Dea Lockamy	11/13/13
Gloria Ward	1331 Alabama Ave #201	gward@wileyreyn.com		11/13/13
Robert T. Green	1331 Ala. Ave., S.E. #304		Robert T. Green	11/13/13
D Washington	1333 Ala Ave SE		James Brown	11/13/13
James Brown	3210 13 St SE 5			

**ALABAMA AVENUE/13<sup>TH</sup> STREET TENANTS COALITION**  
**MEMBERSHIP LIST**

Each undersigned individual hereby declares his or her membership in the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition and further states that: 1) I desire to become a member in the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition; 2) I am eligible for membership in the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition; and, 3) I agree to comply with the decisions of the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition made in accordance with its Bylaws and other applicable law.

<u>Printed Name</u>	<u>Address and Apartment Number</u>	<u>Telephone number(s) and/or e-mail address</u>	<u>Signature</u>	<u>Date</u>
Sharise Boor	1709 Alabama AVE SE 202 20032	202-290-8908	<i>Sharise Boor</i>	11/14
Delana Morson	3210 13th ST #7	WK 703 9986464 cell 202/2007338	<i>Delana Morson</i>	11/11
D. Washington	1333 ALA AVE SE #106		<i>D. Washington</i>	

**BYLAWS**  
**OF THE**  
**ALABAMA AVENUE/13<sup>TH</sup> STREET TENANTS COALITION**

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**Date of Adoption:**

*November 13, 2013*

**Date of Last Amendment:**

*November 13, 2013*

## ARTICLE I

### Name and Location

#### Section 1. Name.

The name of this non-profit organization is the Alabama Avenue/13<sup>th</sup> Street Tenants Coalition (hereinafter "Coalition").

#### Section 2. Location.

The principal office of the Coalition is located at c/o Ruth Barnwell, 1309  
Alabama Avenue SE #201, Washington, DC 20032 (address).

## ARTICLE II

### Purposes

#### Section 1. Stock.

The Coalition is a nonprofit organization and has no authority to issue capital stock.

#### Section 2. Purposes of the Coalition.

The purposes of the Coalition are to:

- (a) Promote the common interests of the residents of 1309, 1331, and 1333 Alabama Avenue, SE and 3210 13th Street, SE, Washington, D.C.;
- (b) Promote thoughtful, humane, inclusive, community-oriented improvement and redevelopment of the Congress Heights neighborhood in Southeast Washington, D.C.;
- (c) Exercise lawful rights under District of Columbia law, including appearance before governmental bodies, negotiation, litigation or settlement of any issue relevant to the members of the Coalition;
- (d) Retain legal counsel or other agents;
- (e) Serve other lawful purposes under the District of Columbia law.

## ARTICLE III

### Membership

#### Section 1. Eligibility.

In order to be eligible for membership in the Coalition, a person must:

- (a) Be at least 18 years old;
- (b) Live in a residential unit at 1309, 1331, or 1333 Alabama Avenue, S.E. or at 3210 13th Street, S.E., Washington, D.C.;

**Section 2. Declaration of Membership.**

In order to become a member of the Coalition, an eligible person must declare his or her membership in writing and agree to comply with decisions of the Coalition made in accordance with these Bylaws, including any decision to impose membership dues.

**Section 3. Membership Withdrawal.**

A member may withdraw from membership at any time by giving written notice to an officer of the Coalition. Membership withdrawal will be effective on the date of written notice and is not retroactive. Withdrawal does not entitle a former member to return of any funds paid to the Coalition unless the Coalition makes a separate agreement in writing to do so.

**Section 4. Board Cancellation.**

The Board of Directors ("Board") may cancel a membership on grounds that the member has failed to comply with the requirements of membership. The Board must provide a canceled member with written notice that the membership has been cancelled. The Board may reinstate a cancelled membership if the canceled member meets the membership requirements.

## ARTICLE IV

### Membership Meetings

**Section 1. Annual Meeting.**

The membership must meet in the month of November each year. At annual meetings, the members must elect a Board for the following year. In addition to electing Directors, members may consider any other Coalition business at an annual meeting.

**Section 2. General Meetings.**

The Board may call general meetings of the membership in accordance with these Bylaws. The Board shall call a general membership meeting if one is requested in writing by at least ten percent (10%) of the members. The Board shall hold the meeting within fourteen (14) days of receipt of a valid request.

**Section 3. Place.**

General meetings and annual meetings shall be held at 1309 Alabama Ave., S.E., unless the Board approves another location that is convenient to the members.

**Section 4. Notice.**

The Secretary shall provide notice of a general membership meeting to each member by posting such notice in each hallway or by first class mail or by personal delivery to each member at least three (3) days, but not more than thirty (30) days, before a meeting. In the event of an emergency as determined by the Board of Directors, the Secretary should give the maximum notice possible. Notice includes time, place and purpose of the meeting.

**Section 5. Quorum.**

The presence of at least twenty-five percent (25%) of the voting members shall be required before a vote can be taken at a general meeting of the membership. If a quorum is not present at a general membership meeting, the members present may set a time and place for a subsequent meeting. At least forty-eight (48) hours notice of a subsequent meeting is required. At a subsequent meeting, the quorum requirement shall be fifteen percent (15%) of the voting members present. Absentee votes shall not count toward quorum.

**Section 6. Voting.**

Only members who have paid their dues in full, if applicable, are entitled to vote. Each member shall have one vote.

(a) A simple majority of all votes cast shall control a decision unless required otherwise by these Bylaws or District of Columbia law.

(b) Amendment of any Articles of Incorporation, authorization of a purchase, sale, lease, exchange, mortgage, pledge or other disposition of all of the Coalition's property, assets, or legal rights and dissolution, merger or consolidation of the Coalition shall require an affirmative vote of fifty-one percent (51%) of all votes cast.

**Section 7. Absentee Voting.**

Absentee voting is permitted only if (a) approved by the Board or a majority vote of a quorum of the Coalition, (b) a member cannot be present at the time the vote is taken and (c) the member's vote is submitted in person in writing to an officer or Director of the Coalition before the vote is taken.

**Section 8. Order of Business.**

Unless a majority of voting members present decides otherwise, the order of business at an Annual Meeting is:

- (a) Record of attendance;
- (b) Proof of meeting notice or waiver of notice;
- (c) Reading of last meeting minutes or waiver of reading;
- (d) Report of officers;
- (e) Report of committees;
- (f) Elections;
- (g) Unfinished business;
- (h) New business.

**ARTICLE V**

**Powers of Membership**

**Section 1. Matters Requiring Vote of the Membership.**

The membership shall have plenary authority at any meeting of the membership to take such decisions and actions as the voting members deem appropriate, including authority to ratify, modify, or negate decisions and actions taken by any officer or the Board of Directors. The following decisions must be made by a vote of the membership:

- (a) Election and removal of Directors;
- (b) Amendments of bylaws;
- (c) Amendment of the articles of incorporation, if applicable;
- (d) Authorization of a purchase, sale, lease, exchange, mortgage, pledge or other disposition of the property and assets of the Coalition;
- (e) Dissolution, merger or consolidation of the Coalition;
- (f) Any other matter which the Board of directors or officers determine to submit to the membership for a vote;
- (g) Any other matter that at least ten percent (10%) of the members request in writing be submitted to the membership for a vote.

## ARTICLE VI

### Board of Directors

#### Section 1. General Powers.

The Board of Directors ("Board") shall have the power as managers to govern the affairs of the Coalition to the fullest extent allowable under District of Columbia law, except for powers reserved for the general membership by District of Columbia law or these Bylaws. The Board may establish its own rules of procedure.

#### Section 2. Size and Eligibility.

The Board of Directors shall consist of at least three (3) members of the Coalition who have complied with the requirements of membership and shall be elected in accordance with these Bylaws. An employee of the owner(s) or management companies of 1309, 1331, and 1333 Alabama Avenue, S.E. and 3210 13th Street, S.E., Washington, D.C cannot serve on the Board.

#### Section 3. Term and Election.

The members shall have elected an initial Board prior to the first regular meeting and the adoption of these bylaws who shall serve for a term that shall last until the first annual meeting. The members shall elect the Directors at each annual meeting for a term of one year, or until their successor is elected.

#### Section 4. Resignation.

A Director may resign by giving written notice to each Director.

#### Section 5. Removal.

The members may remove a Director by a majority vote of voting members present at a membership meeting. The members may not vote to remove a Director unless and until:

- (a) the notice for the general membership meeting at which the removal vote is to occur stated that one of the purposes of the meeting was to vote on the Director's removal; and
- (b) that Director has had an opportunity to be heard before the general membership.

#### Section 6. Vacancy.

The Board of Directors may fill a vacancy created by resignation or incapacity by appointment of another member of the Coalition until the next annual meeting or by calling a meeting of the general membership to elect a Director for the unexpired term

#### Section 7. Meetings.

The Board of Directors shall meet at 1309 Alabama Ave, S.E., unless the Board decides to meet at another location. Any Director may participate in any meeting by telephone. The Board shall meet at least quarterly. Notice of each meeting shall be provided by any Director to each other Director at least three calendar days prior to the meeting by (1) delivering a written copy or electronic version of the notice to the other Director, or (2) speaking directly with the other Director. Each notice shall include the date, time, place and purpose of the meeting. This requirement for advance notice shall not apply if three Directors determine that an emergency situation exists that necessitates an immediate meeting. Any Director may waive the right to advance notice by written statement, and a defect of notice automatically is waived if all Directors attend the meeting. All voting members of the Coalition are entitled to attend any meeting of the Board, provided (a) non-Directors' participation in meetings of the Board shall be at the discretion of the Board, and (b) the Board may choose, by a majority vote of those Directors who are present, to close any meeting of the Board.

**Section 8. Quorum and Voting.**

A quorum for a vote of the Board is the presence of at least 2 out of 3 members of the Board. A simple majority of votes on a question is controlling. Each Director has only one vote.

**Section 9. Compensation and Reimbursement.**

A Director shall not accept compensation for serving as a Director. A Director may be reimbursed for out of pocket expenses incurred by the Director in connection with Coalition business, if the Board approves such reimbursement.

**Section 10: Written Consent.**

The Board of Directors may take any action by written consent signed by all Directors and filed with the minutes of the proceeding of the Board without the necessity of having a meeting of the Board.

**ARTICLE VII**

**Officers**

**Section 1. Officers Designated.**

The Officers of the Coalition are: President, Vice-President, Secretary and Treasurer. The Coalition may also elect one or more Members at Large as Officers. Only a Director may serve as an Officer. One person may hold two offices, except that the President may not hold any other offices. Each Officer has only one vote.

**Section 2. Election and Terms.**

Officers shall be elected by the membership from among the Directors. Those Officers shall serve until the annual meeting to be held in November unless previously removed by the Board. In 2013 and all years thereafter, the members shall elect the Officers at the annual meetings. Officers serve until the next annual meeting (i.e., for a one-year term) or until a successor is chosen. Any officer removed by the Board may appeal that decision to the general membership.

**Section 3. Resignations and Removals.**

An Officer may resign by giving written notice to each Director. The Coalition may remove an Officer at a meeting of the Coalition members by a vote of a majority of all members present. The Coalition members may not vote to remove an Officer unless and until:

- (a) the notice for the meeting at which the removal vote is to occur stated that one of the purposes of the meeting was to vote on an Officer's removal; and
- (b) that Officer has had an opportunity to be heard before the Board of Directors. The removal of an individual as an Officer does not also result in the removal of the individual as a Director unless the vote specifically provides for removal from both positions.

**Section 4. Vacancy.**

The Board of Directors may fill a vacancy in any office created by removal, resignation, or incapacity by appointment of an eligible individual for the unexpired term or by calling a meeting of the membership to elect an Officer for the unexpired term.

**Section 5. President.**

The President is the chief executive officer of the Coalition. The President presides at meetings of the membership and the Board.

**Section 6. Vice President.**

The Vice President serves in the absence of the President.

**Section 7. Secretary.**

The Secretary must:

- (a) provide notice of membership and Board meetings as required by these bylaws;
- (b) record minutes of membership and Board meetings;
- (c) keep Coalition records as the Board directs; and
- (d) file an annual corporate registration statement as required under D.C. Law, if applicable.

**Section 8. Treasurer.**

The Treasurer shall be responsible for the corporate funds and accounting for those funds.

**Section 9. Member(s) at Large.**

The Member(s) at Large assists the Board and Officers.

**ARTICLE VIII**

**Financial Affairs**

**Section 1. Dues.**

The Coalition may establish dues and require that members pay those dues. The Membership shall determine the amount and frequency of payment of the dues, if applicable.

**Section 2. Fiscal Year.**

The fiscal year of the Coalition shall begin on the first day of January.

**Section 3. Inspection of Books.**

The Treasurer shall make any record maintained by the Coalition available to a member or member's agent upon request within a reasonable time and to the extent the information is material to the Member's or Officer's rights and duties under these Bylaws and other applicable law.

**Section 4. Annual Financial Statement.**

The Treasurer shall prepare or caused to be prepared an annual financial statement, including all income and expenses of the Coalition.

**Section 5. Signing Corporate Documents.**

With prior authorization of the Board or membership, the President (or any other officer designated by the Board, in the absence of the President) may sign contracts, instruments of debt, and other legally binding documents. All checks must be signed by the President and the Treasurer; provided, however, that in the absence of either the President or the Treasurer, any two officers may sign checks with the prior written authorization of the Board.

**ARTICLE IX**

**Adoption and Amendment of Bylaws**

**Section 1. Adoption and Amendments.**

These bylaws take effect upon adoption by a majority vote of the membership. Only the members may amend these bylaws by a majority vote of voting members at a membership meeting.

Date of last amendment to these bylaws: November 13, 2013

Duly elected Officers as of the date of last amendment to these bylaws:

President: Ruth Barnwell

Vice President: Clarence Taylor

Secretary: Stacie Gibbs

Treasurer: Stacie Gibbs

Member at Large: n/a

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