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Bylaws of Keep Meridian Hill Green

Article I - Organization

The name of the unincorporated association is Keep Meridian Hill Green (“KMHG” in this document) and it is organized under the laws of the District of Columbia. (D.C. Code Chapter 11).

Article II - Purpose

Our mission statement is: The “Keep Meridian Hill Green” (KMHG) neighborhood advocacy group was established to support responsible urban planning in the District of Columbia in accordance with environmental protections and D.C. zoning laws and regulations. Our efforts focus on civic awareness, protection of heritage trees and park areas, and ensuring local authorities consider the impact of new development on traffic, congestion, infrastructure, and the environment of existing neighborhoods. We are devoted to raising awareness, promoting responsible advocacy, and partnering with individuals and groups who share a similar mission. We work closely with our local Advisory Neighborhood Commission and support its role to give voice to the rights of residents before local planning authorities. Our goal is to promote citizens’ empowerment on the issues that most affect their lives through grassroots advocacy and civic education to keep our city beautiful, healthy and livable. We see ourselves as part of a larger District-wide, regional, national and international movement to preserve our climate and planet for future generations.

KMHG will accept into the group and its online associated activities anyone who affirms they support our mission goals as outlined in our mission statement. KMHG will not discriminate on the basis of race, color, ethnic origin, national origin, social or economic status, gender, sexual orientation, gender identity, disability, age, religious belief or affiliation, political identity, marital status, or any other identifying characteristic. KMHG strives to create a space in which people of any identity feel comfortable working on our common goals.

Article III -Membership

A member of the group is defined as:

- A person who supports the group's mission statement; and
- A person who agrees to abide by the group's bylaws; and
- A person who has either come to at least one meeting, opts into group communications, and/or has volunteered with KMHG in advocacy activities.

Members need not reside in the Meridian Hill neighborhood to be involved.

A quorum of the group (defined below) can decide whether to participate or not in different advocacy projects in surrounding neighborhoods, or to amend our mission statement.

Article IV - Officers

KMHG is a non-hierarchical group. All members are of equal status and will informally rotate responsibilities for the organization and various advocacy projects based on need and availability. All activities are volunteer.

Article V - Administrative Requirements and Policies

Decision-Making

KMHG makes decisions by consensus when possible and will use voting only when necessary. When voting, matters will be decided by a simple majority.

Major decisions require a quorum as defined below. Minor decisions can be made by whoever is present at the meeting in which an issue is being decided. Major decisions include:

- Amending our mission statement or bylaws.
- Changing the name of the group.
- Authorizing expenditures of over \$50.00.
- Committing the group to anything that requires a significant effort on the part of the group, for instance, volunteer time or expense.
- Endorsing an event or activity of another organization.
- Changing our status from an unincorporated association to a different status.
- Changing our bank account to a different bank.

Quorum required for making decisions is 5 people, at least 4 of whom are experienced members who have participated in one or more meetings and activities. This quorum can be achieved through electronic voting if necessary, as well as through use of written proxy votes submitted by an absent member through any KMHG member who is present in the meeting in which an issue is being decided.

Standards of Conduct

Members must show respect to each other in meetings, in organized events, and on the group's social media. If any group member behaves in a way that one more group member considers disrespectful or contrary to the purpose of the KMHG mission, a quorum of the group can ask the person to correct, discontinue or cease the behavior; or to leave the meeting and/or listserv; or to leave the group altogether.

Fiscal Policy

KMHG is an unincorporated association. As a consequence of choosing this status, persons who donate funds to our group cannot claim a tax deduction for their donation. A quorum of the group can decide to apply for fiscal sponsorship or tax-exempt non-profit status at any time in the future.

KMHG has its own group bank account. One member is the responsible party, as defined when registering for the Employee Identification Number (EIN) from the US Internal Revenue Service. The responsible party shall not be liable for his or her acts or failure to act on any part of any other member of KMHG; nor shall the responsible party be liable for his or her acts or failure to act under these Bylaws, excepting only acts or omissions to act arising out of his or her willful misfeasance.

KMHG funds greater than \$50 may not be disbursed without obtaining the permission of a quorum of the group. If a decision on an expenditure of greater than \$50 needs to be made on an urgent basis between meetings, the person requesting the funds needs to notify the group via email and give at least 24 hours for people to respond. If everyone who responds approves of the expense, the check signers are authorized to write the check. If there are any concerns or objections that cannot be resolved on the listserv, the decision can be postponed to the next meeting at a request of a member of the listserv and with at least 5 members in support of the request.

A group member can spend up to \$20 in group funds with prior approval for the assigned task. Group members must keep a receipt for any such expense. Reimbursement from the group will occur promptly. Financial statements will be available online and will be reviewed quarterly.

The fiscal year shall begin on January 1.

Certification

These bylaws were approved by a majority vote on August 9, 2018.

Keep Meridian Hill Green
Meeting Minutes
August 9, 2018

Members Present: Gary Youngblood, Robert Bruce, Kimberly Krhounek, Jake Perry, Linda Houghton, and Amanda Fox Perry

Agenda:

1. **Quorum:** Members determined a quorum of at least 5 members was present.
2. **Bylaws:** Members reviewed the articles in the draft bylaws circulated in advance of the meeting, and which were also provided in a printed document at the meeting. All voted unanimously to approve the draft bylaws to regulate “Keep Meridian Hill Green” as an unincorporated association organized under the laws of the District of Columbia (D.C. Code Chapter 11).
 - a. Kimberly Krhounek agreed to draft and circulate the final agreed version of the bylaws, along with draft meeting minutes, which will be the official record of action taken to organize KMHG under D.C. law.
3. **Association Bank Account:** Jake Perry agreed to act as the responsible party for accounting purposes for the KMHG Association and will open a bank account in the name of the association. Action is expected to be complete no later than Monday, August 13, 2018.
4. **Petition to Re-Zone the Meridian International Center lot to RA-2:** KMHG Founder Gary Youngblood and Advisory Neighborhood Commissioner Amanda Fox Perry briefed the group on the status of the KMHG petition to the Zoning Commission to re-zone the Meridian International Center lot to RA-2 in accordance with the D.C. Comprehensive Plan and its associated Future Land Use Map. KMHG expects to file the petition on Monday, August 13, 2018. ANC 1C Commissioner Fox Perry informed the KMHG members that the ANC will discuss the re-zoning petition and decide whether to join it at their next meeting scheduled for September 5, 2018.

5. **Outreach to Affiliated Groups:** Members discussed efforts to reach out to neighborhood groups with similar missions to inform them about the establishment of KMHG and explore opportunities for mutual support. Kimberly Krhounek will draft a sample letter to be used for the outreach and other members will help identify like-minded groups who may be interested in partnership. All members were encouraged to reach out to neighborhood contacts to encourage them to sign the KMHG petition now on change.org.
 - a. Members also discussed continued outreach efforts to the descendants of the original owners of the Meridian International Property, who are interested in partnering with KMGH to oppose the planned development on the lot. Suggestions for action include: letters from the descendants to the Zoning Commission, Ward 1 Councilwoman Brianne Nadeau, and to the current President of Meridian International Center. Additional options include asking descendants to appear on a video which can be used for outreach and advocacy.

6. **Introduction to Social Media Team:** Founder Gary Youngblood reminded members about the planned event for interested members to meet with the new KMHG social media team who were instrumental in setting up the KMHG website. That meeting is scheduled for August 10, 2018 at 6:30 pm in Unit 1644-B.

Date of this notice: 08-10-2018

Employer Identification Number:
83-1532715

Form: SS-4

Number of this notice: CP 575 E

KEEP MERIDIAN HILL GREEN
1664 BEEKMAN PL NW APT D
WASHINGTON, DC 20009

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 83-1532715. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a Form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.
- * Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is KEEP. You will need to provide this information, along with your EIN, if you file your returns electronically.

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter. Thank you for your cooperation.

Keep this part for your records.

CP 575 E (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 E

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DATE OF THIS NOTICE: 08-10-2018
EMPLOYER IDENTIFICATION NUMBER: 83-1532715
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023
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WASHINGTON, DC 20009