

By-Laws of

Friends of Riverfront North | Philadelphia Park Friends Network

ARTICLE I - NAME

The name of the organization shall be “Friends of Riverfront North “, hereinafter referred to as the Friends.

ARTICLE II - PURPOSE

Section 1: Mission Statement

The purpose of the Friends group will be to promote a healthy, safe, clean, welcoming space for all “Riverfront North Greenway” users (hereinafter referred to as the Greenway); to promote ways for the community to connect to the Greenway; and to provide communication to Philadelphia Parks & Recreation (PPR) on matters relating to Greenway community.

Section 2: Roles and Responsibilities

Park Friends Network (PFN) is a network of community-led park volunteer groups administered by PPR and the Fairmount Park Conservancy. PFN provides a network of support and resources for the Friends.

PPR’s mission is to manage its facilities democratically, equitably, and sustainably, and to activate and steward those facilities with programs and services that contribute to the wellness and prosperity of all. As the landowner, PPR is responsible for Greenway maintenance and oversight.

Riverfront North Partnership’s (RNP and legal name Delaware River City Corp) mission is to complete and sustain the Riverfront North Greenway along the Delaware River by connecting the community, cultivating stewards, and sharing diverse opportunities for everyone to enjoy their parks and trails. RNP supports the Friends by maintaining a full calendar of programs and liaising with PPR Special Events for permitting inquiries.

The Friends is a volunteer group recognized by PFN to support and advocate for the Greenway. The Friends will support, advocate for, and program the Greenway.

Section 2: Park Friends Network Value Statement

As a Registered Philadelphia Park Friends Network member group, our main goal is to serve the Greenway we represent. This is a large responsibility, and we pledge to represent our diverse community’s interests to City agencies and Philadelphia as a whole.

We pledge to our community that we will follow open and transparent practices. We will ensure all members of the community feel welcome to participate in our Friends group. We will clearly communicate how new members can join the group. We will inform our community of our activities and decisions. We strive to represent the diverse users of the park within the makeup of our group.

We will treat all members of our group with respect, as well as PPR and Fairmount Park Conservancy staff.

We will treat all the visitors of the park and all members of our larger community with respect, fairness, and a welcoming spirit. We welcome all people to our Greenway and group, regardless of race, age, ability, ethnicity, gender identity, sexual orientation, or nation of origin.

ARTICLE III – MEMBERSHIP

Section 1: Eligibility

Membership is “action based” and is open to any individual, family, or organization. The Friends group will not discriminate because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, unfavorable discharge from military service, parental status or sexual orientation.

Action Based Membership indicates there is no financial cost to becoming a member of the Friends Group. Eligibility for membership includes attending meetings and/or Greenway events.

Those interested in Friends membership must complete an online form annually that includes their contact information and areas of interest (i.e. park stewardship, events, advocacy, etc.). Members must attend a minimum of one Friends meeting and volunteer at one Borski Park event each year to remain eligible. Friends group members are eligible to vote in elections and serve on committees. While there is no geographic limit to membership, knowledge about and interest in serving the Park’s adjacent communities is preferred.

Section 2: Requirements

The Friends group shall consist of at least three (3) members, including the elected officers as defined in Article IV.

Section 3: Member Removal

Any member may be removed as a member of the Friends for failing to remain in good standing upon a written motion by any officer containing the reason for removal and approval by a majority vote of the members. Members remain in good standing by completing their interest form annually, attending one Friends group meeting, and volunteering at one Borski Park event.

ARTICLE IV – OFFICERS

Section 1: Officers

The officers of the Friends group shall govern the Friends group at all times and shall consist of:

The President: a voting member who shall prepare an agenda and preside over all Friends group meetings and shall perform such other duties as the Friends group shall direct. The President can assign duties to other officers from time to time.

The Vice-President: a voting member who shall preside at the meetings in the absence of the President and shall perform such other duties as the Friends group, shall direct; if the president cannot complete their term for whatever reason, the Vice President is the successor to the President for the remainder of the past President's term.

Secretary: a voting member who shall record minutes of all Friends group meetings; shall keep a permanent file of all Friends group records; shall keep an up-to-date roll of members; shall maintain a record of member attendance to Friends group meetings; shall issue notices of all Friends group meetings; and shall perform such other duties as the Friends group shall direct.

Vice-President and Secretary roles may be combined into one position if deemed necessary.

RNP Designee/Treasurer: a voting member shall serve as a representative of Riverfront North Partnership and have charge and custody of and be responsible for all funds of the Friends group; receive receipts and give monies due and payable to the Friends group from any source whatsoever, and deposit all such funds in the name of the Friends group in such bank or other depository with the assistance of a fiscal agent. The Treasurer shall give financial statements at each meeting, and an itemized report once a year.

RNP Designee will also be the primary contact with PPR, and agree to communicate with their PPR Stewardship Coordinator on matters relating to the park & community

Section 2: Term of Office

A term is designated as 1 year. Officers are limited to three consecutive terms of office. Officers cannot hold more than one office at a time and can only serve as an officer on one Friends group at a time. The Friends group may not have multiple Elected Officers from the same household.

Section 3: Elections

Elections shall take place once each calendar year. Officers shall be elected by majority of the votes cast in person or electronically, which should be filed within a designated time frame and using ballots shall be counted and results shall be announced at the same or next Friends group meeting.

Section 4: Resignation and Vacancy

In the event of a vacancy, the Friends will:

Resignations. Any officer may resign such position at any time, such resignation to be made in writing and to take effect from the time of its receipt by the Friends, unless some later time may be fixed in the resignation, and then from that date. The acceptance of the resignation shall not be required to make it effective.

Filling Vacancies. If the position of any officer becomes vacant, the Directors may choose a person or persons who shall hold office for the remaining term.

The designated Primary Contact will provide info on newly Elected Officers to Philadelphia Parks & Recreation's Office of Stewardship.

ARTICLE V – MEETINGS

Section 1: Rules

Robert's Rules of Order shall govern all meetings, except insofar as such rules are inconsistent with these bylaws.

Section 2: Quorum

A quorum for the transaction of business at a Friends group meeting shall consist of a majority of members present at the meeting.

Section 3: Voting

Any member of the Friends group is eligible to vote, with the exception of PPR Employees who work at the same park in which they are a Friends group member.

It is expected that Friends group members will excuse themselves from voting on issues where there is a conflict of interest, such as where an issue would affect their personal or organizational interest.

Electronic voting will be permissible on topics deemed necessary by the officers as well as annual elections.

Section 4: Frequency

The Friends group will hold at least one public meeting annually, that is well advertised and open to all members of the Greenway community. Virtual meetings are permissible, if necessary.

Additional Friends group meetings will be held bimonthly.

Special Meetings may be called at any time by the President, by any two Elected Officers, or by ten members of the Friends group for the purpose of conducting business.

ARTICLE VI - COMMITTEES

Section 1: Committee Composition

The Friends group may create committees deemed necessary and appropriate to fulfill the purpose of the group. Committees shall be composed of voting members with one member residing as Chair.

Additionally, as Riverfront North encompasses an 11-mile Greenway and eight parks, additional Committees may be specifically organized for each of the parks.

Section 2: Committee Chairs

The Friends Group President may appoint the committee members and the Chairman. Chairmen shall assure that all interested parties are given notice of meetings and assure that an accurate report of the proceedings is made at each Friends group meeting.

ARTICLE VII – CONFLICT RESOLUTION

The officers of the Friends group have the responsibility of monitoring the actions and activities of their Friends group as a whole. The Friends group has the right to review the actions of an individual member, officer, or group of members or officers acting on behalf of the Friends group. The Friends group may consider removal of a member, officer, or group of members in accordance with the terms contained in these bylaws. The President or Vice-president of the Friends group should respond to any complaints in writing and file a copy of the response with the PPR Stewardship Coordinator. Should the complainant be dissatisfied with the response, the complainant should have the right to address the Friends group's general membership in order to be heard. If the Friends group is unable to successfully remedy a complaint or the complainant is dissatisfied with the response after being heard by the general membership the matter can be presented to the Office of Stewardship for consideration. The decision will be final and binding upon all the parties involved.

ARTICLE VIII - REGISTRATION

The Friends group acknowledges that each park shall have only one registered Friends group, there shall be no joint Friends groups or combined representation unless approved by Philadelphia Parks & Recreation. The Friends group will register with the Philadelphia Parks and Recreation by completing and submitting an annual Registration Form to the Office of Stewardship. An Elected Officer will execute the Registration Form on behalf of the Friends group.

ARTICLE X –LIABILITY AND INDEMNIFICATION

All park events are required to obtain a certificate of insurance naming the City of Philadelphia as additionally insured. Insurance may be purchased through the City's Office of Risk Management using the application form or included in Riverfront North Partnership's annual event permitting and insurance. Other events sponsored by the Friends Group registered with the City of Philadelphia's Park Friends Network (PFN), with partners who do not already have liability insurance, may be eligible for coverage through PPR by submitting an insurance coverage form for every permit application.

ARTICLE IX – AMENDMENTS

The Friends group by-laws can be amended through a written request submitted by any member to the Friends group's Secretary or in the absence of the Secretary, the Friends group's President. Any such requests shall be voted upon at the next scheduled meeting of the Friends group. Amendments become effective by a favorable majority vote of the general Friends group members and shall be attached to these by-laws. A copy of all amendments shall be provided to Philadelphia Parks & Recreation.

ADOPTED: 26/2/2025