

Strathmore Bel Pre Civic Association



Bylaws

(Revised November 18, 1993)

I. GENERAL

The Strathmore Bel Pre Civic Association is chartered in the state of Maryland as a non-profit corporation. As such it is exempt from state and Federal income taxes. The Association is run by an elected Board of Directors and various committees, all of which are made up of members in good standing of the Association who serve on a voluntary basis.

II. PURPOSE

The purpose of the Association shall be to promote the interests and general welfare of the homeowners and residents of Strathmore Bel Pre, to provide for effective communication within the community, to provide a focal point for representation of community interests beyond the community, and to sponsor selected community events.

III. COVERAGE OF THE ASSOCIATION

The Strathmore Bel Pre Civic Association membership shall be open to those who reside within an area described by the list of streets and addresses attached hereto and incorporated by reference.

IV. MEMBERSHIP

Each homeowner-household within Strathmore Bel Pre, other than the developer, shall be eligible for one regular membership in the Association. Each tenant-household within Strathmore Bel Pre shall be recognized as having one regular membership if the homeowner notifies the Board of Directors in writing that his/her/their tenant has been assigned his/her/their rights of membership for a specified period. The start of the membership year shall be June 1 each year. Dues shall be assessed annually for the period from June 1 to May 31 of the following year. To be a member-household in good standing a homeowner-household or tenant-household must have paid the Association dues for the current membership year. Each member-household in good standing shall be entitled to one (1) vote at any general membership meeting. A member-household may cast its vote in halves. Votes must be cast in person by the member(s). There shall be no voting by proxy.

V. OFFICERS

A. The following officers of the Association shall be elected for a term of two years:

1. President. The President shall direct the operations of the Association, and preside at all meetings of the general membership and the Board of Directors. He/she shall appoint the Chairperson of each committee and have check signing authority.
2. First Vice President. The First Vice President shall assume the duties of the President during his/her absence or inability to carry out the duties of the office, including check signing authority. In case of the resignation of the President, the First Vice President shall become the President.
3. Second Vice President. The Second Vice President shall assume the duties of the President in the absence of both the President and the First Vice President. The Second Vice President shall become the First Vice President if the First Vice President becomes President or resigns.
4. Treasurer. The treasurer shall have custody of the funds of the Association, subject to an annual audit by a person or persons chosen by the Board of Directors. All funds shall be maintained in a depository designated by the Board of Directors. The Treasurer shall disburse funds consistent with an annual budget and policies established by the Board of Directors. All checks exceeding \$500.00 must be signed by two officers. Checks are initiated by the Treasurer or, in his/her absence, by the President.
5. Secretary. The Secretary shall record and keep the minutes of all meetings of the general membership and of the Board of Directors. The Secretary shall receive, log, and route all incoming correspondence. He/she shall initiate correspondence and bulletins as required.

B. Officers are elected using the procedure specified in VII-A4.

C. No officer shall serve in the same office for more than two (2) consecutive terms.

D. In the event that the office of Treasurer, Recording Secretary, or Corresponding Secretary be vacated, an interim appointment may be made by the Board of Directors to serve until the next annual meeting.

VI. BOARD OF DIRECTORS

A. Election, Terms, Number of Members. The Board of Directors will consist of the officers, the immediate past President, and twelve (12) elected Directors. All members of the Board of Directors must be members in good standing of the Association. Four (4) of the twelve elected members shall be chosen each year for three (3) year terms. Any board member who resigns may be replaced by an Association member appointed by the Board of Directors. Any appointed Director shall serve until the next annual election. If the term of office of any elected Director who resigns was not scheduled to terminate at the next general election, the Association membership shall then elect a Director for the balance of the term.

B. Meetings, Quorum. The Board of Directors shall meet annually and at such other times as may be necessary. Board meetings may be called at the discretion of the President, and shall be called whenever requested in writing by seven (7) or more of the members of the Board. The quorum required for action at a board meeting shall be a majority of the Board members present. All Board meetings shall be governed by Robert's Rules of Order.

C. Duties. The overall function of the Board of Directors is to supervise and/or perform duties that are necessary to carry out the purposes of the Association including:

1. Represent the community and present its viewpoints in appropriate forums outside the community.
2. Provide for effective intra-community communications, preferably via a regularly published community newspaper.
3. Provide for receiving and taking appropriate action on suggestions from members of the community.
4. Hold and use all Association assets expressly for the common benefit of the Association membership.
5. Sponsor community events.
6. Support the Bel Pre Recreational Association.
7. Set the amount of annual membership dues, and provide for their collection.
8. Procure insurance adequate to the needs of the Association.

9. Carry out related responsibilities to the community.

D. Committees. The President, subject to the concurrence of the Board of Directors, shall establish committees that are required to plan and carry out functions of the Board and/or the Association.

VII. GENERAL MEETINGS

There shall be an annual meeting of the Association membership. There may be additional meetings of the general membership as provided herein.

A. The annual meeting shall be held on or about November 1 on a date chosen by the Board of Directors, and shall include the annual election of officers and Directors, who shall assume their offices within 15 days after the election. Notice of the annual meeting and election, including the list of candidates and any proposed modifications to the Bylaws, shall be provided to all members in good standing at least two (2) weeks prior to the meeting. The agenda for the annual meeting shall include at least the following in the sequence listed:

1. The President shall report on those matters he/she considers important, including progress during the past year and recommendations for the year ahead.
2. The Treasurer shall submit a written financial report, which contains the report of the financial audit.
3. Those committees so ordered by the President shall present reports.
4. The election of officers and Board members shall be conducted by show of hands. Secret ballot will be used for any offices that are contested. The Nominating Committee shall have presented its proposed candidates to the membership no later than five (5) weeks prior to the annual meeting. Competitive nominating petitions, signed by at least twenty-five (25) Association member-households in good standing, may be submitted to the Corresponding Secretary within two (2) weeks after publication of the slate presented by the Nominating Committee.
5. All other business.
6. Installation of new Officers and Board Members.

B. Additional general membership meetings may be called by the President or any seven (7) members of the Board of Directors, or upon petition of any twenty-five (25) member-households in good standing. Notification of any such

additional general membership meeting shall be provided to all Association members in good standing at least one week prior to the meeting, and shall contain the proposed agenda. Only items on the proposed agenda will be in order at such additional membership meetings.

C. The quorum required for action at an annual meeting or other general membership meetings shall be ten percent (10%) of the member-households in good standing. If the required quorum is not forthcoming at any meeting (notice of which was properly given per VII-A) another meeting may be called for a later time on the same date at the same place, at which there will be no quorum requirement. Votes require a majority of the ballots cast to pass.

D. All meetings shall be governed by Robert's Rules of Order.

VIII. AMENDMENTS

These Bylaws may be amended at any general membership meeting, by a majority of those present, providing that a description of such proposed action is included in the advance notice of the meeting.