

# **SEVEN OAKS-EVANSWOOD CITIZENS ASSOCIATION**

of Silver Spring, Maryland

## By-Laws

### SEVEN OAKS-EVANSWOOD CITIZENS ASSOCIATION

#### PREAMBLE

We, the citizens of the Seven Oaks-Evanswood area believe that it is the right and duty of all citizens to take an active part in the affairs of their community, state, and nation. We understand that the best interests of our people and our community lie in the exercise of this right and privilege through peaceful assembly and community of action. Therefore, we established this association and its bylaws (adopted September, 1968; revised September, 1975 and May, 2001.)

#### ARTICLE I – NAME

The name of this association shall be SEVEN OAKS – EVANSWOOD CITIZENS ASSOCIATION.

#### ARTICLE II – OBJECTIVES

The objectives of this association are:

- (1) To form a body within its boundaries representative of the residential interests of the area as they relate to civic and community affairs; to promote the civic betterment of the area; and to work for the adoption of improved land use measures that will prevent deterioration of all land for residential use not zoned for other purposes; and
- (2) To encourage active participation and cooperation with other citizens associations or groups of associations in areas such as: civic, educational, recreational, and residential and commercial development matters; and
- (3) To secure and uphold the principles of and secure good government while remaining a non-partisan organization.



## **ARTICLE IV – MEMBERSHIP AND VOTING**

Any resident in the Association area, having attained 18 years of age, shall be eligible for membership, subject to the following restrictions:

- (1) Current dues must be paid before the resident is deemed to be a member.
- (2) Residents of large apartment buildings or condominiums (more than four (4) units) may not be members.

Members are eligible to vote on Association matters subject to the following restrictions:

- (1) They must be physically present when the vote is taken.
- (2) Their dues must have been paid.
- (3) No more than two (2) votes are allowed from any residence.

## **ARTICLE V – DUES**

There shall be annual dues. They may be fixed or altered at a regular or special meeting of the Association, provided that proposed changes have been published in the newsletter immediately prior to that meeting. Dues shall be based on a residence of two (2) people. Single person residences shall pay one half of the regular dues. Dues shall be paid according to a schedule established by the Membership Committee Chairperson.

## **ARTICLE VI – FISCAL YEAR**

The fiscal year for this Association shall be June 1 through May 31.

## **ARTICLE VII - OFFICERS AND THEIR DUTIES**

The officers of the Association shall be a President, either one or two Vice-Presidents, a Treasurer, and a Secretary.

It shall be the duty of the President to call and preside at all meetings of the Association and the Executive Committee. The President shall make sure that appropriate meeting space is scheduled. Except as otherwise provided in this Article, the President shall appoint chairpersons and members of the Executive, Standing, or Special Committees, and shall be an ex-officio of such committees. Except as otherwise provided in Article VII he shall appoint, with the concurrence of the Executive Committee delegates to civic or similar association. The President shall make sure that a newsletter is prepared and distributed to the membership. This newsletter shall be distributed no later than one (1) week prior to each regular meeting, and shall contain, at a minimum, an agenda for the upcoming meeting, a list of speakers at the meeting, short background articles on each major issue which is on the agenda, and a list of the Association's Officers.

If, for any reason, the President is unable or unwilling to perform the designated duties, a Vice-President shall take his or her place and perform such duties, having the same authority as the President. In the absence of the President and Vice-President(s) from any meeting, the Treasurer and then the Secretary shall preside.

The Treasurer shall collect the monies due the Association from membership of other sources and keep an accurate record of all financial transactions. The Treasurer shall issue checks to cover usual and ordinary expenses of the Association and otherwise pay indebtedness approved by the Executive Committee or the membership. The Treasurer shall make an accounting whenever requested by the President or the Executive Committee.

The Secretary shall keep the Association's records (except the Treasurer's), including minutes of the meetings.

Members of the Executive Committee shall consist of the Association Officers, the immediate past President, and up to four previously elected officers, as the President shall designate. The Executive Committee shall meet upon the request of the President or on the request of a majority of its members. A quorum for the Executive Committee shall be four members. The Executive Committee shall expedite the handling of affairs of the Association in keeping with any established policies and may authorize special activities but may not incur unusual expenses. Members of the Executive Committee have the authority to bring matters of interest before the membership for consideration of the body.

#### **ARTICLE VIII – DELEGATES TO MONTGOMERY COUNTY CIVIC FEDERATION AND ALLIED CIVIC GROUP**

Delegates and Alternates to the Montgomery County Civic Federation and the Allied Civic Group shall be named by the President, with the consent of the Executive Committee.

Any vacancy occurring among these Delegates or Alternates shall be filled by the President, with the consent of the Executive Committee.

#### **ARTICLE IX – ELECTION AND RECALL**

The Officers of the Association shall be elected as follows:

The President shall appoint a nominating committee at least 30 days prior to the election. The committee shall nominate at least one (1) candidate for each office to be filled. The committee shall report its nominations at the regular meeting held in May at which time the presiding officer shall also call for nominations from the floor. The election shall be held at the May meeting and shall be by secret ballot for any office for which two (2) or more candidates have been nominated. Officers elected at the meeting shall assume office just prior to the close of the meeting and shall serve for one (1) year or until their successor shall be elected.

In the case of vacancies in any elective office, such vacancy shall be filled at the next regular meeting. Nominations will be from the floor and election by acclamation or secret ballot.

Grounds for removal of an officer for cause shall be presented in writing to one or more members of the Executive Committee, and if approved by at least three (3) members of the Executive Committee, shall be served upon the officer. Thereafter the officer so charged shall be accorded a fair and impartial hearing at a regular or special meeting of the Association. That hearing may only take place if the charges against the officer have been mailed to every member at least ten (10) days before the meeting. Removal of an officer for cause shall require a two-thirds vote of the members

in attendance. No officer who has been served with grounds for removal shall preside at, vote at, or, in any manner, exercise judgment in the accorded hearing.

## **ARTICLE X – MEETINGS**

There shall be at least six (6) regular meetings of the Association per year. One meeting shall be in September, and one shall be in May.

Special meetings of the membership may be called by the President, by a majority of the Executive Committee, or upon petition of ten (10) or more members. Notice of such meetings and the reason therefore must be given to the membership at least five (5) days prior to the meeting.

Ten members of the Association in good standing, or 5% of the current membership, whichever is greater, shall constitute a quorum at any regular or special meeting of the membership.

## **ARTICLE XI – STANDING COMMITTEES**

### **STANDING COMMITTEES**

The standing committees of the Association shall be as follows:

**Membership.** The Membership Committee shall: (1) Obtain new members; (2) Maintain a complete and current list of members and keep informed as to membership in relation to membership potential; and (3) Maintain cooperation with members in each neighborhood within the area for the purpose of obtaining new members and of maintaining effective means of personal communications with reference to activities of the Association.

**Land Use.** The Land Use Committee shall: (1) Consider matters relating to general land use within or affecting the area, and all regulations governing zoning and zoning applications and violations thereof; (2) Make recommendations to the Executive Committee and to the Association regarding proposals for land use and regarding actions relating to specific zoning violations, zoning applications, or other proposals for changes in land use; and (3) Keep abreast of local tax assessments and rates and their impacts as related to land use planning.

**Legislative and Public Service.** The Legislative and Public Service Committee shall: (1) Consider matters to be referred to those pending before the State Legislature and the Montgomery County Council; (2) Prepare and present drafts of all legislation or ordinances proposed by the Association and (3) Consider and make recommendations relating to public transportation, communications, utilities services, public roads, traffic, sidewalks, improvement of public land adjacent to roads and streets, parking facilities, parks, recreation, sanitation, public health, police and fire protection, and civil defense.

**Education.** The Education Committee shall: (1) Consider and make recommendations on all matters relating to schools, libraries, and general educational activities; (2) Maintain effective lines of communication with the Montgomery County Board of Education, Montgomery County Council of Parent-Teachers Associations, local parent-teacher associations, library boards and other educational groups; and (3) Acquaint itself with and report to the Association concerning educational policies, practices, curricular and extra curricular of public and private schools serving the area.

Other Standing Committees. Other standing committees may be designated by a majority of the Executive Committee, and adopted by the Association at any regular or special meeting.

### **OTHER COMMITTEES**

Special Committees. Special committees shall be appointed and their duties defined by the President in keeping with these by-laws.

Sub-Committees. Chairpersons of standing or special committees may appoint sub-committees and define their responsibilities within the framework of the program of the main committee.

### **COMMITTEE REPORTS**

Each committee shall make appropriate reports to the Executive Committee or to the membership. A committee report must be approved by a majority of the committee members before said report may be submitted to the Association. However, a minority report can be submitted simultaneously should the minority members so desire.

### **ARTICLE XII – AMENDMENTS TO BY-LAWS**

The by-laws of this Association may be amended at any regular or special meeting of the Association. Amendments must be approved by a two-thirds affirmative vote of the members present. If an amendment impacts several Articles, each Article shall be considered individually. There shall be a vote taken for approval or disapproval of each Article, individually.

Before the Association considers an amendment, members shall have been notified, as follows:

- (1) If the amendment is small enough to be published in the newsletter, the amendment shall be considered at the meeting immediately after its publication.
- (2) If the amendment is too large to be published in the newsletter, the President shall distribute copies of the current by-laws and proposed amendments at a regular or special Association meeting. Consideration of the amendment shall take place at the NEXT regular or special meeting.

### **ARTICLE XIII – ASSOCIATION PROPERTY**

All funds, records, or other property of the Association shall be turned over to the Association at the conclusion of a term of office or other assignment.

### **ARTICLE XIV - RULES OF ORDER**

Robert's Rules of Order shall govern in any case where a matter of parliamentary procedure is raised, unless otherwise provided herein.

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