

Grove Park
Improvement Association

Baltimore, Maryland

By-Laws

Revision effective February, 2013

Grove Park Improvement Association

By- Laws

Article I

Name and Purpose

Section 1. The name of the organization shall be the Grove Park Improvement Association

Section 2. The boundaries of the Grove Park area shall be Wabash Avenue to
Liberty Heights Avenue on the north and south and from Rogers
Avenue to Northern Parkway on the east and west.

Section 3. The purpose of the Grove Park Improvement Association is to preserve
and promote the highest quality of life and well-being of the residents
in the Grove Park area as listed in Section 2.

Article II

Membership

Section 1. Membership is based on three categories (1) property owners, (2)
residents of the community, and (3) persons who own businesses in
the area. Each member household or member business shall receive a
copy of these by-laws.

Section 2. All officers and voting members shall be assessed annual dues of
\$25.00 per family

Section 3. Membership shall be for one year beginning in September. Membership cards

will be issued to each family member. Each card-holder is eligible to vote.

Article III

Meetings of Membership

Section 1. The executive board, consisting of elected officers, immediate past President and committee chairpersons, shall meet the first Monday of each month from September to June.

Section 2. The President shall serve as Presiding Officer at the general meeting of all members and the meeting will be held the 3rd Tuesday of each month from September through June.

Section 3. All general meetings will be held at Grove Park Elementary School

Section 4. A quorum of one-third of voting members must be present in order to vote on official business.

Section 5 Prior to each meeting of the membership, the Financial Secretary shall prepare a full, true, and complete list of all members entitled to vote.

Article IV

Executive Board

Section 1. The executive board shall consist of elected officers, immediate past President of the Organization and chairpersons of major committees. The President shall serve as Presiding Officer of the executive board.

Section 2. One third of the members of the Executive Board shall be sufficient to constitute a

quorum for the transaction of business at every meeting of the Executive Board and a majority vote of the members present at any such meeting shall be sufficient to take or authorize any action by the Executive Board.

Section 3. At all meetings of the Executive Board, the President shall preside. In his absence the Vice President shall preside. The Recording Secretary shall act as Secretary at all meetings of the Board and in his or her absence, the Chairman may designate any person to act as Secretary.

Section 4. In the event of any vacancy of an elected member of the Executive Board through death, resignation, disqualification due to loss of regular membership in the Association, removal or otherwise, the membership shall elect a successor to serve for the remainder of the term.

Article V

Officers of the Association

Section 1 The Executive Officers of the Association shall be the President who shall be the Chief Executive of the Association, a Vice President, a Treasurer, a Recording/Corresponding Secretary, a Financial Secretary, and a Parliamentarian, each of whom shall be an elected member of the Executive Board. The Executive Officers shall be elected for a period of two years or until their successors are duly elected and qualified. The President and Vice President shall serve in their respective offices for no more than three consecutive two year terms.

Section 2. Special meetings of the membership may be called at any time by the President and shall be called at the request of at least one-third of paid members of the Association. Such request shall state the purpose of the meeting and notice thereof shall be given in writing. No business other than that requested in writing shall be discussed. Special meetings of the membership shall be held at the time and place designated and the notice of such meeting sent to each member. Such notice shall be sent not less than five days prior to the date of the meeting. The notice shall state the place, date, and hour of the meeting and shall state the business to be transacted at the special meeting.

Article VI

Duties of the Officers

Section 1. The President shall preside at all meetings of the Association and the Executive Committee. He/she shall perform the duties which are usually executed by a chief executive officer including, but not limited to, being an official representative of the association, appoint all committee chairpersons as needed upon approval of the body, be responsible for the Associations newsletter and shall be ex-officio member of all committees except the nominating committee.

Section 2. The Vice President shall assist the President in the performance of his/her duties and serve in his /her absence.

Section 3. The Recording Secretary shall take minutes of all Executive meetings and General meetings of the Association, read said minutes to the general body, and file them in an appropriate binder for future reference.

Section 4. The Corresponding Secretary shall send out notices for all meetings of the Executive Committee and the Association and shall read incoming correspondence to the Executive Committee and the Association. The Corresponding Secretary will respond to all communications at the request and approval of the President.

Section 5. The Financial Secretary shall receive all monies, and turn over all monies with receipt to the Treasurer, shall keep a continuing ledger of all finances for each member, shall act as co-chair of the Finance and Budget Committee, and shall serve as a member of the Audit Committee. The Financial Secretary shall give a financial report at each meeting.

Section 6. The Treasurer shall deposit all monies received and pay all expenses of the Association authorized by voucher and accompanied by a receipt. He/she shall keep a continuing record of the financial transactions of the Association in a ledger, shall present a monthly report to the Association of all receipts and expenditures. The Treasurer shall serve as a member of the Audit Committee and as chairperson of the Budget and Finance Committee.

Section 7. The Parliamentarian shall assist the Presiding Officer of the Association in the interpretation and execution of the by-laws of the Association and Robert's Rules of Order Latest edition.

Article VII

Standing Committees

Section 1. The Chairpersons of the following standing committees shall be appointed by the President with the approval of the body: the Nominating Committee, the Audit Committee, the Block Captains/Block Watchers Committee and the Hospitality Committee.

Section 2. Other committees that the Association deems necessary shall be appointed by the President.

Addendum

- 1. Committee, The nomination process should begin at the April meeting. The Nominating committee shall have a slate of Candidates to present to the members at the June meeting. The members present at the June meeting will elect an Officer for each by a paper ballot. Those elected shall assume their positions at the September meeting.**
- 2. In order to insure an effective flow of our meetings, a member may speak twice on each motion with up to two (2) minutes per speech.**
- 3. No officer or member of the Association shall have the power to enter into any contract or financial agreement with any person, firm, or corporation in the name of the Grove Park Improvement Association without authorization to do so by the majority vote of the Association.**

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