

# GLENMONT FOREST NEIGHBORS CIVIC ASSOCIATION

Last modified : April 2018

## Approved on: GLENMONT FOREST NEIGHBORS CIVIC ASSOCIATION BYLAWS

### Article I - Name of Civic Association

The name of this civic association shall be Glenmont Forest Neighbors Civic Association (GFNCA)

### Article II - Purpose of Civic Association

The purpose of this organization is to achieve and maintain decent and wholesome living conditions in Montgomery County, Maryland; assist persons living in the neighborhood to work together for the good of their neighborhood; and provide a non-partisan organization which will benefit this neighborhood and this County through worthwhile programs.

### Article III - Membership

Section 1. Membership in this organization shall be open only to persons who reside or own property in the neighborhood boundaries.

Section 2. The neighborhood boundaries are Grandview Avenue to Randolph Road at Livingston Street to the north, Mason Street, Georgia Avenue to Lindell Street; Lindell Street to Livingston Street to the west, Newton Street from Grandview Avenue to Livingston Street, Weisman Road to Livingston Street, Grandview Avenue to Cory Terrace, to Blueridge Avenue; Judson Road from Randolph Road to Parker Avenue and Henderson Road to Georgia Avenue.

Section 3. The organization may enroll honorary members, but these members may not vote on matters before this organization.

Section 4. Persons 18 years old or older are eligible for membership.

Section 5. Active membership is established through payment of annual dues (See Article IV, Section 1).

### Article IV - General Meetings

Section 1. Dues shall be \$10.00 per person for those persons 18 years of age and over, payable annually.

Section 2. At least two general meetings will be held each year. In an election year one of the two meetings will include elections of officers.

### Article V - Officers

Section 1. The core officers of the neighborhood organization shall consist of President, Vice President, Treasurer, and Secretary. Additional officers may be added.

Section 2. The officers shall be elected every two years. A slate prepared by the Nominating Committee (if the nominating committee is active), as well as from any nominations from the floor. The persons receiving the highest number of votes for each office shall be elected. Those elected shall serve until the next election.

Section 3 In case of a vacancy in an office other than that of President, the vacancy shall be filled by election at a general meeting of the organization.

Section 4. Officers may be removed for cause, including violation of the by-laws or dereliction of duty, by a majority of two-thirds of the votes at a regular meeting of the organization, provided that the officer to be removed has been notified in writing of the proposed removal at least thirty {30} days before the meeting.

### Article VI - Duties of Officers

Section 1. The President is the chief executive officer of the organization. The duties of the President shall be to preside over all meetings of the organization, to call special meetings, to appoint committee chairpersons and to be or appoint the spokesperson for the organization to local government, the press, or other community associations.

Section 2. The duties of the Vice President shall be to serve as chief executive officer and preside over all meetings in the absence of the President, coordinate committee chairpersons and report status to the board and to succeed to the office of President in the event of a vacancy in that position.

Section 3. The duties of the Treasurer shall be to keep accounts of all expenses, collect membership dues, and to make regular reports of the organization's financial status.

Section 4. The duties of the Secretary shall be to maintain the records of the organization, keep accurate minutes for all meetings, receive and handle all correspondence addressed to the organization.

Duties of Optional Officers

Section 5. The duties of the Communities Outreach Coordinator will be to engage community members and serve as a liaison to government organizations

Section 6: The duties of at Large Members may vary.

#### **Article VII - Voting**

Section 1. Election of officers will be decided by members who have paid annual dues and comprise two-thirds of members present at the meeting.

#### **Article VIII - Committees and Programs**

Section 1. Committees and programs of this organization shall be established by

Section 2. Committee members and chairpersons shall be appointed by and serve at the pleasure of the President.

#### **Article IX - Procedure**

Unless the meeting has adopted some other procedure, all meetings of this organization are governed by guidelines of Roberts Rules of Order.

#### **Article X - Amendments**

The by-laws of this organization may be amended at any meeting, provided that the proposed amendments have been made available to all members prior to the meeting at which they are to be considered. After ratification by membership, by-laws are signed by the association president, vice president, treasurer, and secretary.

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President

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Vice President

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Treasurer

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Secretary