

Bylaws of the Ednor Gardens – Lakeside Civic Association, Inc.



ARTICLE I – NAME

The name of this organization shall be: Ednor Gardens Lakeside Civic Association, Incorporated; hereinafter referred to as the “Association”.

ARTICLE II – PURPOSE

SECTION 1. To organize and operate a neighborhood improvement association specifically for community development both physically and socially. This Association shall be independent. However, it may support other like organizations on certain issues provided the membership agrees to do so.

SECTION 2. To develop active participation in civic affairs.

ARTICLE III – BASIC POLICIES

SECTION 1. Ednor Gardens Lakeside Civic Association, Inc., shall be a cooperative, non-profit organization. It shall be non-commercial, non-sectarian and non-partisan. The name of the Association or name of its officers in their official capacities shall not be used in any connection with a commercial concern or for any purpose other than those stated above.

SECTION 2. This Association shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

SECTION 3. The Association may cooperate with other organizations and agencies active in community improvement programs, such as conference groups or coordinating councils. Such cooperation shall be limited to specific issues as approved by the membership.

SECTION 4. The Association and its members shall in no way be associated with any group which advocates the violent overthrow of our United State Government.

- SECTION 5.** The funds of this Association shall be used to further the objectives and basic policies of the Association. Contributions to other organizations or to fundraising drives for charitable purpose and other similar expenditures outside the immediate scope of its purpose may be made only with the approval of the general membership. In the event of dissolution of this Association, the assets of the Association shall be distributed for one or more of the exempt purposes specified in Section 501(c) of the Internal Revenue Code of 1954, as from time to time amended.
- SECTION 6.** The fiscal year of this Association shall be from December 1st to November 30th of the same year, both dates inclusive. This also coincides with the membership year of the association.
- SECTION 7.** All business, activities, and demonstrations conducted by this Association or in participation with other organizations must be conducted in accordance with the laws and Constitution of the State of Maryland and with the laws and constitution of the United States of America.
- SECTION 8.** The ultimate governing authority of the Association shall be vested in the active membership of the Association voting in a properly called meeting.

ARTICLE IV – BOUNDARIES

- SECTION 1.** The community boundaries of this Association shall be: See attached diagram

In the event such boundaries are blocked by any obstruction, an imaginary line shall be established to continue such boundaries. The boundaries may be amended by the majority vote of community members.

- SECTION 2.** All business conducted by this Association shall be limited to issues affecting people or property within the above-stated boundaries and persons and/or organizations outside the established boundaries.

ARTICLE V – MEMBERSHIP

- SECTION 1.** Classification:

A. Active members shall be those persons named in the Charter and those other persons residing within the boundaries of Ednor Gardens Lakeside Civic Association, Inc. as defined in Article IV.

1. Active membership shall be deemed applicable to those persons who have paid dues on or before the general election held in November of each membership year.

B. Associate Members shall be those who:

1. Represent a business or other organization in the area as defined;
2. Own homes within the areas as defined, but who reside outside that area;
3. Reside outside the area and are admitted by a majority vote of the members present at a regular business meeting.

SECTION 2. Responsibilities – Only Active Members may vote, hold office or be appointed committee chairpersons.

ARTICLE VI – DUES

SECTION 1. The amount of dues shall be fixed by the Community Board of Directors and be paid annually. All members must pay their dues and upon doing so will be considered an active member and retain the right to vote in all matters and elections.

SECTION 2. In the event of hardship of indigence, a member may be excused from paying dues and shall have the same rights as an active member. However, in these cases the Chairman of the Membership Committee shall bring all facts concerning these members to the Executive Board for disposition. All facts concerning these special cases shall remain in strict confidence.

SECTION 3. It is anticipated that at times special assessments may be necessary to cover expenses incurred in carrying forward the Association's objectives. Any special assessments deemed necessary shall be recommended by the Community Board of Directors and approved at a regular meeting by a two-thirds vote of the members present and voting.

ARTICLE VII – OFFICERS AND THEIR DUTIES

SECTION 1. The elective officers of the Association shall be:
President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Sergeant-at-Arms, Representative from the Ednor Gardens section and Representative from the Lakeside section of the Association.

- SECTION 2.** Election of officers shall be held by ballot annually in November for those positions with terms that are expiring. If there be any office with but one nominee, by motion from the floor, election to that office may be made by voice.
- SECTION 3.** Officers shall be elected for a term of two membership years and shall serve until their successors take office. President, Second Vice President, Treasurer, and Ednor Gardens Representative shall be elected in odd-numbered years. First Vice President, Secretary, Lakeside Representative, and Sergeant-at-Arms shall be elected in even numbered years.
- SECTION 4.** Any member in good standing may seek any office in this Association. In such cases, the Nominating Committee should receive such bids. Nominations may be made from the floor providing the nominee approves or accepts such nomination. A Nominating Committee shall be appointed by the President in September of each year, which shall have its slate published in the community Notice prior to the Membership meeting in November. If there are no nominees by the Nominating Committee, the elections will still be held in the November Membership meeting and nominations will be accepted from the floor.
- SECTION 6.** No member taking active part in politics shall be eligible for any office in this Association, and for the purpose of this Section, anyone holding elected public office or campaigning for same be considered as taking an active part in politics.
- SECTION 7.** No person who is a leader in other civic association similar to Ednor Gardens Lakeside Civic Association, Inc. shall serve in an official capacity because of possible conflict of interest towards this Association.
- SECTION 8.** Elections shall be held in November and the newly elected officers shall take office on December 1st following their election. Between the date of their election and December 1st, they shall attend and participate in all meetings of the incumbent Community Board of Directors but shall not have the right to vote.
- SECTION 9.** The President shall:
- A. Preside at all meeting of this Association and of Community Board of Directors;
 - B. Be a member, ex-officio, of all committees except the Nominating Committee;

- C. Appoint Auditing, Special and Standing Committees and an Historian
- D. Be responsible for preparing the Agenda for the monthly meeting of the general membership and for the Community Board of Directors.

SECTION 10. The 1st Vice President shall act as aide to the President, shall perform the duties of the President in the absence or inability of that officer to serve.

SECTION 11. The 2nd Vice President shall act as aide to the President, shall perform the duties of the President in the absence of both the President and 1st Vice President.

SECTION 12. The Secretary shall:

- A. Keep a record of all meetings of this Association and its Community Board of Directors and shall report when called upon to do so;
- B. Make the necessary number of copies of the Agenda available to the President prior to each general meeting.
- C. Maintain a file of all written minutes, reports and agendas;
- D. Be responsible for drafting and preparing all outgoing correspondence of the Association;
- E. Receive all incoming correspondence for the Association and bring it to the attention of the Community Board of Directors and/or General Membership for action; and
- F. Be responsible for maintaining copies of all correspondence and agendas. All copies of correspondence and agendas shall be filed with the Secretary.

SECTION 13. The Treasurer shall:

- A. Receive all monies of the Association;
- B. Deposit promptly all collected funds in a checking account of a federally insured institution;
- C. Keep an accurate record of all receipts and expenditures;
- D. Pay out all funds due in such a manner as authorized by the Bylaws, the Association and the Community Board of Directors. All checks will be co-signed by the Treasurer and the President;

- E. File official forms with the State and/or Federal income tax bureaus on or before designated dates as established by law,
- F. Present a financial statement of account and submit a written report at every meeting of the Association and other times when requested by the Community Board of Directors. Said reports shall be filed with the Secretary's minutes;
- G. Deliver the Treasurer's book and all other records and material to the incoming Treasurer by December 1st.

SECTION 14. The Sergeant-At-Arms shall:

- A. Keeps order at the meetings of the association
- B. Chairs the Auditing Committee

SECTION 15. The Representative from the Ednor Gardens section shall act as the liaison between the Association and the Ednor Gardens section of the Association. The responsibility of the Ednor Gardens Representative will report to the Community Board of Directors and the general membership, on a regular basis, any programs or activities that will assist the Association in accomplishing its goals for the neighborhood. Likewise the Representative from Ednor Gardens will report directly as a voting member of the Community Board of Directors on a monthly basis, any problems, concerns or activities that would assist the Association in accomplishing its task in the neighborhood.

SECTION 16. The Representative from the Lakeside section shall act as the liaison between the Association and the Lakeside section of the Association. The responsibility of the Lakeside Representative will report to the Community Board of Directors and the general membership, on a regular basis, any programs or activities that will assist the Association in accomplishing its goals for the neighborhood. Likewise the Representative from Lakeside will report directly as a voting member of the Community Board of Directors on a monthly basis, any problems, concerns or activities that would assist the Association in accomplishing its task in the neighborhood.

SECTION 17. In addition to each member of the community board fulfilling his/her respective responsibilities as set out above, it is expected that each officer take a leadership role in on or more of the standing committees and appropriate special committees.

SECTION 18. Any member of the Community Board of Directors may be removed, with cause, by a resolution adopted by the Board of Directors.

SECTION 19. A vacancy in an office, because of death, resignation, removal, disqualification, or other cause may be filled by the Community Board of Directors, until the next regularly scheduled election of officers by the membership.

ARTICLE VIII – MEETINGS

SECTION 1. The first Annual Meeting of the membership shall be held in January and thereafter, the Association shall hold annually in the month of November of each year a stated and regular meeting for the election of its Officers and for the transaction of general business. In addition to the Annual Meeting, regular bi-monthly meetings shall be held. At the September meeting, a Nominating Committee will be named by the President. The Committee will present their slate to the membership at the regular November meeting at which time additional nominations will be accepted from the floor.

SECTION 2. Meetings of the Association may be held at any location the President may designate, provided notice is given of such meetings to the membership. The notice of all meetings must be given to the membership at least three days in advance stating the time and place and purpose.

ARTICLE IX – COMMUNITY BOARD OF DIRECTORS

SECTION 1. The Association shall operate under an Community Board of Directors consisting of the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Sergeant-at-Arms, Representative from the Ednor Gardens section and a Representative from the Lakeside section.

SECTION 2. The duties of the Community Board of Directors shall be to:

- A. Transact necessary business between regular meetings and such other business as may be referred to it by the Association;
- B. Present a report of the Community Board of Directors meetings at the regular meetings of this Association;
- C. Approve the plans of work of the Standing and Special Committee chairman;
- D. Approve routine bills of the Association and emergency expenditures not to exceed \$250.00. Non-reoccurring and emergency expenditures over \$250.00 must be presented to and voted on by the general membership of this Association;

- E. Provide the Association with an adequate meeting place for its regularly scheduled meetings;
- F. Appoint persons to fill vacancies until the regular election;

SECTION 3. Meetings of the Community Board of Directors:

- A. Regular meetings of the Community Board of Directors shall be held monthly. Said meetings shall be held on a date and time set by the President and all members of the Community Board of Directors should be notified by in the appropriate manner.
- B. Special meetings of the Community Board of Directors may be called by the President or by a majority of the Community Board of Directors, all members having been notified.
- C. A majority of the Community Board of Directors shall constitute a quorum.
- D. Each member of the Community board shall have one vote. No proxy voting shall be allowed.
- E. All resolutions of the Community Board shall be passed by a majority vote of the members attending a duly called meeting of the Community Board of Directors.

ARTICLE X – STANDING COMMITTEES

SECTION 1. Standing Committees shall be created by the Community Board of Directors or the President as deemed necessary to promote the objectives and carry on the work of this Association.

SECTION 2. All Standing Committee appointments shall expire the close of the fiscal year for which they are made.

SECTION 3. The Chairperson of each Standing Committee shall present a plan of work to the Executive Board for approval. Committee Chairpersons shall be accountable to the Community Board of Directors

SECTION 4. Current and on-going Standing Committees are: Membership, Nomination, Fiscal and Planning, Housing, Citizens on Patrol (C.O.P.), and Youth.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised (most recent edition) shall govern this Association in all cases to which its regulation are applicable and in which they are consistent with these bylaws. By a majority vote of the Board of Directors, these rules may be suspended at any meeting of the Board.

ARTICLE XII – ARTICLES OF ORGANIZATION

The Bylaws of this Association shall be deemed to be part of the Articles of Incorporation.

ARTICLE XIII – MEMBERSHIP AND FISCAL YEARS

The membership and fiscal years of the Association shall run concurrently, for the 3rd Tuesday of December to the following 3rd Tuesday of November of the next calendar year.

ARTICLE IX – AMENDMENTS

SECTION 1. A Committee may be appointed to submit a revised Bylaws as a substitute for this Bylaws only by a majority vote at a regular meeting of this Association or by a two-thirds vote of the Executive Board.

SECTION 2. This Bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting, providing written notice of the proposed amendment(s) shall be distributed 30 days in advance to all members at which they are voted upon.

Ednor Gardens-Lakeside Community Boundaries

