

# **BY-LAWS OF THE DOUGLAS PARK CIVIC ASSOCIATION**

## **ARTICLE I: NAME**

- Section 1: The name of this Association shall be the Douglas Park Civic Association.
- Section 2: The Association is bounded by Columbia Pike, South Walter Reed Drive, and South Four Mile Run Drive, except between south of South Four Mile Run Drive between Walter Reed Drive and South George Mason Drive, the Association is bounded by the Four Mile Run stream.

## **ARTICLE II: OBJECTIVES**

- Section 1: The objectives of this Association shall be to connect neighbors together, enhance our neighborhood, and to promote the general welfare, safety, and civic spirit of this community.
- Section 2: This organization shall be non-partisan, non-sectarian, non-sectional and otherwise non-discriminatory in its activities.

## **ARTICLE III: MEMBERSHIP**

- Section 1: Any person at least 18 years of age who owns real estate or resides within the territory defined by the by-laws as Douglas Park is eligible for membership. Membership will be initially confirmed by information provided to the Secretary and timely payment of membership dues to the Treasurer. Members must continue payment of membership dues on an annual basis to retain membership.
- Section 2: The dues of this organization shall be set by the Board of Directors. Dues are payable in advance on, or before, the Annual Meeting each year. The initial dues of any household joining the organization shall cover the period until the following Annual Meeting. The Fiscal Year of the Association shall be March 1 to the last day of February of the following year.

## **ARTICLE IV: OFFICERS**

The officers shall consist of a President, Vice President, Secretary, and Treasurer, each elected every year from members at the regular meeting in February.

## **ARTICLE V: BOARD OF DIRECTORS**

- Section 1: The Board of Directors shall consist of the elected officers of the Association, and up to ten at-large Directors appointed by the President. After all members of the Board of Directors have been duly notified of an impending meeting, those members in attendance, which shall be a majority of the Board of Directors, shall constitute a quorum for doing business. The Board of Directors shall attend a Board of Directors meeting,

separate from regular meetings, which are held approximately one month before the regular meetings, to prioritize the agenda and plan for Civic Association events and projects. A proxy will be allowed in the event a Board of Directors member must be absent; he/she may submit an absentee vote in writing to another Board of Directors member to present at the meeting.

- Section 2: The Board of Directors will provide guidance and direction to the Civic Association. The Board of Directors will receive an annual financial report and advise on financial decisions to be good stewards of Civic Association funds.

## **ARTICLE VI: ELECTIONS**

- Section 1: Elections shall be held at the regular meeting in February. The officers' terms shall be for one year commencing the first of March of that year.
- Section 2: Election of officers shall be by a majority of those Civic Association members present and voting. In the event no candidate receives a majority, a run-off shall be held between the two candidates receiving the most votes.
- Section 3: Any member of the Board of Directors may be removed from office for cause by a two-thirds vote of the general members present and voting at any regular meeting of the Association.

## **ARTICLE VII: DUTIES OF OFFICERS**

- Section 1: The President shall preside at all meetings of the organization and the Board of Directors; appoint the At-large Delegates; act as, or appoint, a spokesperson and representative of the organization; be responsible for the general supervision of the administrative affairs; report actions taken on behalf of the organization at its regular meetings; and issue notice of Board of Directors meetings.
- Section 2: The Vice President shall preside in the absence or inability of the President; perform such duties as may be required in the circumstances; and such duties as may be assigned.
- Section 3: The Secretary shall record all votes taken at meetings to include elections; and maintain membership lists.
- Section 4: The Treasurer shall receive dues and other income of the organization, shall deposit these funds for the Civic Association in a banking institution selected by the Board of Directors, and shall draw thereon by check, countersigned by another officer, for the payment of bills authorized.

## **ARTICLE VIII: MEETINGS**

- Section 1: Regular Meetings shall be held throughout the year with minimum notice of a week to members, and will be held approximately quarterly.
- Section 2: Special meetings shall be called by the President whenever a majority of the Board of Directors or twenty (20) members of the Association request it; provided that notice of such special meetings be forwarded to each member at least three (3) days prior to the meeting, the notice indicating the purpose of the meeting.
- Section 3: At any regular or special membership meeting of the Association, ten (10) members present shall constitute a quorum for the transaction of any and all business.

#### **ARTICLE X: AMENDMENTS**

Any proposed amendment to the By-Laws may be adopted by a vote of members present and voting at any regular meeting, provided that any amendment proposed shall be advertised one week prior to the next regular meeting.