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CONSTITUTION AND BY-LAWS
OF THE
PARK HILLS CIVIC ASSOCIATION
SILVER SPRING, MARYLAND

Verified

Thomas C. Atchison, Secretary
January 1953

141F. leatwood

ARTICLE I.

NAME

The name of this organization shall be the Park Hills Civic Association.

ARTICLE II.

OBJECT

The object of this Association shall be to promote the general welfare of its membership and to aid in all movements for the betterment of Montgomery County in general and the local community in particular.

ARTICLE III.

ASSOCIATION AREA

The area of this Association shall be bounded by Sligo Creek on the north, Dale Drive on the south, Piney Branch Road on the east, and Greenbrier Drive on the West.

ARTICLE IV.

MEMBERSHIP

SECTION 1. REGULAR MEMBERSHIP. Persons residing in the area designated in Article III or holders of property located in said area may be elected to membership in this Association upon endorsement by a member in good standing and upon payment of the annual dues for the current year in such amount as shall from time to time be prescribed by the Association. Each adult in a member family living in the same household where dues have been paid in accordance with the provisions of the Association shall be considered a full member and, when present at a meeting, shall have a full vote.

SECTION 2. ASSOCIATE MEMBERSHIP. Associate members may be elected to membership in this Association, who reside outside of the area designated in Article III, provided a civic association is not active in the area in which he resides. An Associate Member shall pay the same dues and be entitled to the same rights and privileges as a Regular Member.

ARTICLE V.

OFFICERS

SECTION 1. The officers of this Association shall be a President, a Vice President, a Secretary and a Treasurer, who shall hold office for a period

ARTICLE V. OFFICERS SECTION 1. (cont.)

of one year from the date of installation or until such time as their successors shall have been duly elected and installed.

SECTION 2. The President or Vice President of this Association shall not be eligible for election to succeed himself in office.

ARTICLE VI.

STEERING COMMITTEE

The officers of the Association, the delegates to Federations of Citizens' Associations, and the Chairmen of appointed committees shall constitute the Steering Committee of the Association and shall have the power to act for the Association in the interim between regular meetings. The Steering Committee shall convene at the call of the President of the Association or upon agreement of any three (3) members of such Committee. Five (5) members shall constitute a quorum for the transaction of business. All members of said Committee shall receive due notification of each meeting.

ARTICLE VII.

NOMINATING COMMITTEE

There shall be a nominating committee consisting of four (4) members of the Association in good standing, who shall be elected at the regular meeting next preceding the annual election of officers. It shall be the duty of this committee to make nominations for the offices of President, Vice President, Secretary and Treasurer. Nominations for such officers may also be made from the floor by any member of the Association in good standing. The members of the Nominating Committee shall not nominate themselves for office.

ARTICLE VIII.

ELECTIONS

The officers of this Association shall be elected by secret ballot at the regular meeting of the Association in June of each year, and shall, immediately after election, be installed. Whenever there is but one nominee for an office, the secretary, on majority vote of the membership, may be instructed to cast a unanimous ballot for said nominee.

ARTICLE IX.

DUTIES

SECTION 1. It shall be the duty of the President to preside at all meetings of the Association, appoint delegates to the Federations of Citizens'

ARTICLE IX. DUTIES SECTION 1. (cont.)

Associations, call special meetings of the Association, enforce the laws, and see that the officers, delegates and appointed committees perform their respective duties. The President shall appoint committees for such special purposes or assignments as he, from time to time, may deem appropriate.

SECTION 2. The Vice President shall assist the President. In the absence of the President the Vice President shall preside at the meetings of the Association and shall otherwise assume the duties and responsibilities and enjoy the privileges of the President.

SECTION 3. The Secretary shall be charged with the responsibility of notifying all members of the Association in good standing of the date, time and place of all regular or special meetings of the Association, such notification to be given each member of the Association in good standing at least three (3) days prior to the date of the meeting. The Secretary shall keep a record of the proceedings of all meetings of the Association and of the Steering Committee and shall conduct the Association correspondence. He shall be responsible for the collection of dues of members of the Association and for the collection of all other moneys to which the Association may be entitled, and shall receipt therefor and keep account thereof. He shall immediately turn over to the Treasurer of the Association all moneys received, taking a receipt therefor. The accounts and other records of the Secretary shall be open to inspection by the President and by a Committee appointed for the purpose of auditing same annually.

SECTION 4. The Treasurer shall have charge of the funds of the Association and shall be responsible for the safekeeping thereof. He shall enter in a book kept for that purpose all receipts and all disbursements made by authority of the Association. He shall under no circumstances, disburse funds of the Association entrusted to his care unless such disbursement has been previously authorized by the Association. He shall obtain receipts for all disbursements, and such receipts shall be considered a part of the records of the Association. The accounts and other records of the Treasurer shall be open to inspection by the President and by a committee appointed for the purpose of auditing same annually.

SECTION 5. Upon relinquishing their respective offices, the officers of this Association shall turn over to their respective successors all records, official papers, books of accounts, receipts, moneys, and any equipment, supplies or materials of the Association in their possession.

ARTICLE X.

DUES

SECTION 1. The membership dues for each Association year shall be one dollar (\$1.00) for each member or such other amount as the Association may from time to time prescribe, payable in advance.

ARTICLE X. DUES (cont.)

SECTION 2. For the purpose of this Article, a member shall be construed to include all adult members of one family. For the purposes of this Article the Association year shall be from July to June.

SECTION 3. Any member three (3) months or more in arrears for dues shall not be entitled to the rights and privileges of membership.

ARTICLE XI.

AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended at any regular meeting of the Association by a two-thirds vote of the members present; provided, that written notice of such amendment, signed by at least two members in good standing, shall have been given at the regular meeting next preceding.

BY - LAWS

SECTION 1. Meetings.

The regular meetings of this Association shall be held on the second Wednesday of each month, unless otherwise notified by the Secretary.

SECTION 2. Quorum.

Seven (7) members shall constitute a quorum for the transaction of business.

SECTION 3. Motions and Resolutions.

All motions, resolutions, or requests made or presented at any regular meeting of the Association shall be referred to a special committee appointed by the President for its action and report at the next regular meeting, unless the Association, by a two-thirds vote of the members present, shall determine to take immediate action thereon. Upon request of the Secretary, motions and resolutions shall be presented in writing.

SECTION 4. Reports.

At the last regular meeting of the Association year, the retiring President shall submit in writing a report which he shall read to the members present. This report shall contain:

- (a) A detailed statement of the work accomplished by the Association during the Association year.
- (b) A statement reflecting the number of members in good standing at the beginning and close of the association year, including the names of those members dropped for non-payment of dues, and the names of persons elected to membership in the Association during the association year.
- ~~(c) A detailed report on the financial status of the Association, including a summary of all receipts and disbursements for the association year as reflected by the records of the Secretary and the books of account maintained by the Treasurer of the Association, and~~
- (d) A statement indicating the type and quantity of any equipment, supplies, or materials owned by the Association, giving the name of the custodian of such articles.

SECTION 5. Order of Business.

At all regular meetings of this Association the order of business shall be as follows, unless deviation therefrom is voted by a majority of the members present:

SECTION 5. Order of Business. (cont.)

- (1) Calling the meeting to order.
- (2) Reading of the minutes of the preceding regular meeting.
- (3) Reading of the minutes of any meeting or meetings of the Steering Committee held subsequent to the preceding regular meeting of the Association.
- (4) Treasurer's report.
- (5) Election of new members.
- (6) Special reports of appointed committees.
- (7) Unfinished business.
- (8) New business.
- (9) Good of the Association.
- (10) Adjournment.

For the Association:

/s/ Thomas M. Latimer
/s/ Ralph D. Boyd
/s/ Francis F. Miller